

2000 Occupational Outlook



SAN DIEGO
WORKFORCE
PARTNERSHIP

Creating workforce solutions™ for the San Diego region

In partnership with:

THE STATE OF CALIFORNIA,
EMPLOYMENT DEVELOPMENT DEPARTMENT,
LABOR MARKET INFORMATION DIVISION
and
THE CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE

San Diego County
January 2000
\$25.00

San Diego County 2000 OCCUPATIONAL OUTLOOK

The California Cooperative

CCOIS

Occupational Information System

A Product of the California Cooperative Occupational Information System, sponsored by:

THE SAN DIEGO WORKFORCE PARTNERSHIP, Inc.

THE STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT,
LABOR MARKET INFORMATION DIVISION

AND

THE CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

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PURPOSE OF THIS REPORT

The San Diego Workforce Partnership, Inc. established by the City and County of San Diego to "provide for a regional, comprehensive system of planning and administration to promote effective and efficient use of regional employment and training resources. Included is labor market information services and the production of the *Occupational Outlook Report* which we research, compile, publish annually, and distribute countywide to provide an on going analysis of the San Diego county labor market.

Annually, specific occupations are targeted and hundreds of employers throughout the county are surveyed. Information regarding qualifications, wages, benefits, and advancement opportunities is obtained and published in a user-friendly format for use by:

- Job Seekers
- Career Counselors
- Program Planners
- Trainers
- Employers
- Economic Development Personnel
- Curriculum Designers
- Human Resource Managers
- Educators

Labor Market Perspective:

The economy in the San Diego region has grown tremendously in the last half of the '90s. Stymied by a recession during the early years, the area emerged from the downturn in '94 and experienced an increase in the region's gross regional product that took it from \$70 billion to nearly \$95 billion in '99. Comparing the region's gross regional product to that of other countries San Diego county ranks 37th, and when compared to other U.S. metropolitan areas it ranks 16th.

The local unemployment rate peaked in '93 at 7.7% and has steadily declined to 3.2% in '99, a level the region had not experienced since the late '50s. The area experienced a shift in the economy during the same time period. In the late '50s nearly 31% of the area's jobs were in the manufacturing sector while 12% were in the services sector. The end of the century shows nearly a complete reversal, with 11% of the payroll jobs in manufacturing and 33% in the services sector. Thus, San Diego has been part of the shift in the global economy from the manufacturing age to the services and information age.

Leading San Diego's economic change is a group of 16 local industry clusters, of which the fastest growing (in employment) are financial services, software and computer services, business services, communications, environmental technology, biotechnology and pharmaceuticals, and computer and electronics manufacturing. Just behind this group of clusters in employment growth are recreational goods manufacturing, entertainment and amusement, visitor services, medical services, and horticultural activities.

The clusters of fruits and vegetables, defense manufacturing, the uniformed military, and biomedical products have also contributed to San Diego's employment growth, but have slowed their growth pace recently. These 16 industry clusters are projected to drive the region's economic growth into the new millennium.

As the economy has changed so has the workplace and its demands. For most occupations, both the existing workforce and new workforce entrants will confront an increasing demand for specific and/or technical skills, skills which they must possess if they're to be competitive in the region's labor market.

Employers are seeking computer literate workers – with Internet savvy – in most industries and at most occupational levels. Employers are placing increased emphasis on such soft skills as customer service, communication, problem solving, critical thinking, and interpersonal relations. Job seekers and existing employees should be prepared to work in environments requiring flexibility, change management, and the ability to work either independently or as member of team.

Employees possessing these types of skills will be able to move up career ladders and along career lattices. With the rapid changes in technology and advances in industry specific knowledge, employers and employees alike need to commit to the concept of continuing education and life-long learning.

Our research has documented employers' need for and commitment to these technical and soft skill requirements. Quality education and training programs providing these cross-occupational skills as well the specific skills required for the region's driving clusters are needed for San Diego to continue to grow and prosper and provide the region's workers the opportunity to advance in their careers and share in the area's increasing wealth.

How To Use This Report:

Occupations in this report include mid-level and emerging ones throughout San Diego county. The format was specifically designed to be easy to understand and use. The introductory sections provide an overview and quick reference for the terminology and coding systems used throughout the report. Please review the Description of Individual Occupational Profiles to assist in interpreting the information.

For questions, please call the labor market information unit at the San Diego Workforce Partnership, 619 - 238-1445.

ACKNOWLEDGMENTS

The San Diego Workforce Partnership, Inc. thanks the San Diego **Local Occupational Information Coordinating Committee** (LOICC) members for their contributions to the San Diego 2000 Occupational Outlook. The role of the LOICC is to guide the selection of occupations to be surveyed, and establish community linkages for input into the selection process. The profiled occupations were first nominated by Career Counselors, Rehabilitation Specialists, Case Managers, Educators, Program Planners and Human Resource Managers, then finalized by the LOICC. The list of occupations includes many that have education and training programs available through local community colleges, the Regional Occupational Program (ROP), adult education, private training providers, extended studies, and colleges and universities (included in Appendix A). Internet access to a state-wide data base of education and training providers is available at: www.soicc.ca.gov.

Dr. Emmett Casey recently retired from his full-time position as Dean of the School of Public Service at Mesa College and as chair of the LOICC which he held for the last nine years. We extend our appreciation to Dr. Casey for his commitment and dedication to programs for underserved populations and workforce development issues.

Participants in the 1999 LOICC include:

Lorah Austin, San Diego State University, Psychology Department
John Berkley, San Diego Workforce Partnership, Inc.
Kelly Cunningham, Greater San Diego Chamber of Commerce
Cheryl Mason, Employment Development Department
Gary Moss, San Diego Workforce Partnership, Inc.
David O'Rell, Grubb & Ellis
Cindy Perry, San Diego Metro Career Center
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Cheryl Rietz, California Department of Rehabilitation
Pat Stallard, San Diego Metro Career Center
Gwynne Wady, United States Marine Corps,
Career Resource Center
Karin Weddig, San Diego Regional Technology Alliance
Susan Yamate, San Diego County Office of Education,
Regional Occupational Program (ROP)

In collecting the data for the individual profiles, over 1450 local employers graciously gave their time and valuable responses. Without their cooperation, the Occupational Outlook Report would not be possible. To all the participating employers we express our appreciation and extend a BIG THANKS !

METHODOLOGY

Steps in Research

1. **Occupational forecast:** Occupational projections are developed by the Employment Development Department Labor Market Information Division (LMID) and used to help identify growing and declining occupations.
2. **Occupation selection:** Annually a list of 100 occupations is presented to an audience of vocational counselors, trainers, employers and educators at the Occupational Outlook dissemination meeting. Attendees rate the importance of obtaining information for the occupations identified. The Local Occupational Information Coordinating Committee (LOICC) reviews the results of these rankings in detail and makes the final selection of occupations to be studied.
3. **Questionnaire development:** Specific information needs for each occupation are determined, and questionnaires are developed by LMID to respond to local information needs.
4. **Sample selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
5. **Employer survey:** Confidential employer surveys are conducted by telephone, fax or mail. Completed surveys are reviewed for internal consistency and employers are recontacted for clarification as needed.

6. **Data entry and tabulation:** Completed surveys are reviewed and the responses entered in the California Cooperative Occupational Information System (CCOIS) database which generates detailed data tabulations. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages.

7. **Written analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. (Sufficient information was collected from July 15 to September 15, 1999 to develop 30 profiles for the 2000 portion of the report.)

Report Distribution

1. The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected.
2. The Occupational Outlook is also distributed to high schools and community colleges, career counselors, vocational rehabilitation offices, employers, human service agencies and library systems throughout San Diego county.
3. The occupational information projections, education and training sources will be incorporated into the ERISS software. The 2000 Occupational Outlook is accessible at the Partnership's website: www.workforce.org.

Uses for 2000 Occupational Outlook

The information in this report can be used by a variety of organizations and individuals for many different purposes. Possible uses include:

Career Decisions -

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning -

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs, or to plan new programs.

Curriculum Design -

Training providers can assess and update their curriculum based on current employer need and projected trends, as indicated in this report.

Economic Development -

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in our labor market area.

Program Marketing -

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management -

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as an informative reference to support these and many other decisions. To maximize the use of this information, please contact Labor Market Information at the San Diego Workforce Partnership, Inc. 619-238-1445.

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Assemblers, Electrical & Electronic Precision (2000)	931140 8
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DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

This is a brief description of the topics in the profiles in the 2000 Occupational Outlook, including definitions of frequently used terms explaining the survey results.

The terms throughout the report to describe survey results are:

- **All:** 100% of the survey responses
- **Almost all:** 80 - 99% of the survey responses
- **Most:** 60 - 79% of the survey responses
- **Many:** 40 - 59% of the survey responses
- **Some:** 20 - 39% of the survey responses
- **Few:** less than 20% of the survey responses

Title and Definition of Occupation: Each occupation has a six-digit occupational code and definition from the Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system. Each OES code may include several DOT titles.

Education, Training, Experience and Skills: This section is a compilation of employer responses covering the following:

- Type of education and training required by employers hiring for the the occupation over the past year. While minimum educational requirements have been shown as employers expressed them, these are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

- Related work experience and type required.
- Listing of skills rated very important by employers.
- Additional employer specified skills.

Occupational Characteristics:

Career Ladders - Reports the previous occupations from which people were promoted into the profiled occupation and those occupations which serve as promotional opportunities.

Nontraditional Occupations - Defined as having 25% or less workers in the occupation who are female.

Turnover - Calculated for each occupation, based on vacancies (resulting from promotions and employees leaving the firm) filled over the last 12 months, divided by the total reported number of persons in that occupation. This is reported as a percentage. Terms used to describe turnover are:

- **Very low:** Less than 6%
- **Moderately low:** Between 6% and 10%
- **Moderate:** Between 11% and 20%
- **Moderately high:** Between 21% and 30%
- **High:** Over 30%

Unionization - Shown as the percentage of the responding employers who report employees as members of a union or bargaining unit.

Where The Jobs Are: Identifies the industry groups that serve as major sources of employment for each occupation. The percentage indicated is derived from industry employment distribution data provided by LMID.

Fringe Benefits: (1998-1999 profiles) Of firms offering benefit packages, the percentage of those that responded and offered each type of benefit is shown. The following will assist the reader in understanding this section.

- Benefits may be offered but not necessarily paid by the employer.
- Part-time benefits are not reported when there are few part-time workers in the occupation.
- Additional benefits identified by some employers are listed at the bottom of this section.
- An asterisk (*), instead of a percentage, indicates that fewer than three employers responded and offered this benefit. This information is withheld to protect the confidentiality of individual responses.

(2000 profiles) - Benefits are usually presented for full time employees. Percentages indicate who pays for the particular benefit, i.e. percent of employers that reported the the employers pays the entire benefit cost (E'er Pays All); Shared Cost percent of employers that reported the benefit paid in some proportion by employer and employee; percent of employers that reported the employee pays the entire benefit cost (E'ee Pays All); or the percent of employers that reported the benefit is Not Provided to employees.

Three Most Frequently Used Recruitment Methods:

Presents information on the methods employers use most frequently to recruit new employees. The methods are reported in order of frequency used by employers.

Supply and Demand: Employers are asked to rate on a four-point scale the difficulty they have in finding experienced and inexperienced applicants to fill vacancies. The employers' responses are combined to form a weighted average using a formula that includes the number of new hires and the number of firms.

The following terms describe the degree of difficulty in finding applicants:

- **Very Difficult:** Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.
- **Moderately Difficult:** Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants may find little competition in their job search.
- **Not Difficult:** Supply of qualified applicants is considerably greater than demand. Qualified applicants may find a very competitive job market.

Hours and Wages*: The distribution of full-time, part-time, on-call temporary and seasonal employees is reported along with the average number of hours worked per week. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The range and median of hourly wages are presented for three categories of employees:

- **New Hires with No Experience:** Wages paid persons trained but without paid experience in the occupation.
- **New Hires with Experience:** Wages paid to journey-level or experienced persons just starting at the firm.
- **After Three Years with the Firm:** Wages generally paid to persons with more than three years journey-level experience at the firm.

*For the occupations profiled in 1998, the minimum wage was \$5.15.

*The 1999 and 2000 data reflects the increase in the minimum wage to \$5.75 effective March 1, 1998.

Occupational Size and Growth Projections: This section presents the seven-year growth and job openings projections (1997-2004) using the OES projection system. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the county. Terms used to describe size of employment are:

- **Small:** Less than 1,662 employees (less than .15% of 1999 employment)
- **Medium:** 1,662 - 3,323 employees (.15% to .299% of 1999 employment)
- **Large:** 3,324 - 7,202 employees (.30% to .649% of 1999 employment)
- **Very Large:** More than 7,202 employees (more than .65% of 1999 employment)

Growth Trends: This is an overview of projected seven year new job growth rate in relation to the overall average new job growth rate (17.7%, 1997 - 2004) for the county. The following terms are applied to the occupational growth trends for San Diego county.

- **Much Faster than Average:** 26.5% or more
- **Faster than Average:** 19.5% to 26.49%
- **Average:** 15.9% to 19.49%
- **Slower than Average:** 0.01% to 15.89%
- **Remain Stable:** Equal to 0%
- **Slow Decline:** Less than 0%

SAN DIEGO CAREER CENTER NETWORK

San Diego Workforce Partnership (SDWP) Career Center Network offers six unique One-Stop Career Centers throughout San Diego county. These centers are designed to be a quick, easy way for people to access a full range of services, including links to area employers.

The Career Center Network provides job training, career assessment and recruitment for city and county residents. The network also provides recruitment services for employers looking to hire skilled, pre-qualified workers, as well as planning services for those facing layoffs or plant closures.

Even though each Career Center offers universal access to all job seekers, individuals are encouraged to select the center that best fits their needs. Because the network combines the services of many partners, which include Community Colleges, the Employment Development Department (EDD) and many others, it is also extremely flexible and allows for specialized services depending on the needs of the customer.

SAN DIEGO CAREER CENTER NETWORK LOCATIONS

Metro Career Center

8401 Aero Drive
San Diego, CA 92123-1720
858-974-7620
858-974-9805 Fax

East County Career Center

(Located at the East County Regional Ed. Ctr)
924 E. Main Street
El Cajon, CA 92021
619-590-3900
619-579-4720 Fax

North County Career Center

5315 Avenida Encinas
Carlsbad, CA 92008
760-930-2400
760-930-8014 Fax

South County Career Center

1111 Bay Blvd., Suite E
Chula Vista, CA 91911
619-424-1112
619-424-1144 Fax

South Metro Career Center

6145 Imperial Avenue
San Diego, CA 92114
619-266-3600
619-266-3605 Fax

Inland North County Career Center

1935 East Valley Parkway
Escondido, CA 92027
760-738-0274
760-738-8723 Fax

1-888-884-SDWP (7397)
www.workforce.org

SAN DIEGO COUNTY
2000 OCCUPATIONAL OUTLOOK

OCCUPATIONAL PROFILES
1998 - 2000

ACCOUNTANTS and AUDITORS

OES 211140

Accountants and Auditors examine, analyze and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Alternate Job Titles: Certified Public Accountant, Financial Representative, Tax Accountant

Related DOT Codes: 160.162-010, 160.162-018, 160.162-022, 160.162-026, 160.167-034, 160.167-054

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have a bachelor degree. Some have an associate degree.

Training: Many firms sometimes allow training to substitute for work experience. Most firms require 1 -2 years bookkeeping or accounting training. Employers prefer applicants with spreadsheet, word processing and specialized accounting software skills.

Experience: Many firms always require related work experience. They prefer to hire applicants with 2 - 4 years experience as a bookkeeper or accountant.

Skills rated "very important":

- Ability to meet deadlines
- Ability to pay attention to detail
- Ability to work under pressure
- Ability to read and follow instructions
- Business math skills
- Ability to work independently
- Ability to work as a team member
- Ability to use a computer
- Problem solving skills
- Oral communication skills
- Knowledge of accounting and spreadsheet software
- Ability to write legibly
- Keep current on new accounting software
- Organization and communication skills
- Knowledge of the Internet

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Staff Accountant, Senior Accountant, Controller, Chief Financial Officer.

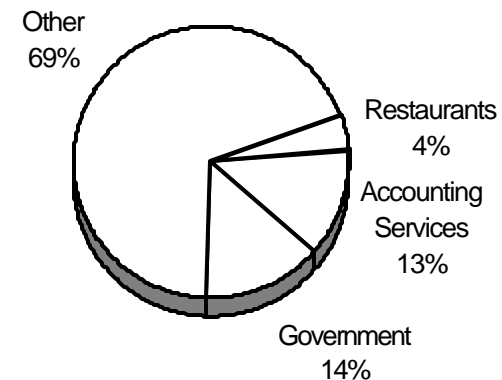
Nontraditional Occupation: No.
68% of workers in survey responses were female.

Turnover: High, 41% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	80%
Life Insurance:	80%
Paid Sick Leave:	87%
Paid Vacation:	93%
Retirement Plan:	73%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referral, in-house promotion or transfer, newspaper advertisements, unsolicited applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Accountants and Auditors**
Experienced applicants: **Somewhat competitive**
Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Accountants and Auditors work full-time, 43 hours per week and some work part-time, 25 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 14.50	\$10.00
New Hires, With Experience:	\$9.50 - 24.00	\$12.00
After Three Years With the Firm:	\$13.00 - 33.50	\$16.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 1,250
Separations to 2004: 1,180
 *Total Openings: 2,340

New Job Growth Rate: 16.4%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 201

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ACTIVITIES DIRECTORS

195164999

Activities Directors develop recreational, physical education, and cultural programs for various age groups. They organize and lead groups, such as senior citizens, children and street gangs in activities that meet interests of individual members. They may demonstrate and instruct participants in activities, such as active sports, group dances and games, arts, crafts, and dramatics. They may organize current-events discussion groups, or conduct consumer surveys. They may promote group work concept of enabling members to develop their own program activities. They may keep records; and may recruit, train, and supervise paid staff and volunteers.

Alternate Job Titles: Recreation Specialist, Recreation Coordinator, Recreation Supervisor, Recreation Director

Related DOT Codes: 187.117-042, 187.117-054, 187.167-026, 187.167-230, 195.167-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have some college (but not necessarily a degree). Some have a bachelor degree usually in education or healthcare administration.

Training: Many firms never allow training to substitute for work experience. Those that do, prefer applicants with 12 months training in recreational management or communications, plus first aid and CPR certification. They prefer applicants who have word processing, spreadsheet and database software skills. A state certificate is required for employment in any facility operating under Title 22 health care regulations and conducting recreational programs.

Experience: Many firms always require related work experience. They prefer applicants with 1 - 3 years experience as a Recreation Supervisor/Coordinator/ Director or Program Director.

Skills rated "very important":

Willingness to work weekends and long hours
 Ability to plan recreational activities
 Oral communication and verbal presentation skills
 Customer service skills and interpersonal skills
 Ability to work with various age groups
 Knowledge of health and safety standards
 Knowledge of various cultural backgrounds
 Knowledge of event planning
 Ability to hire and train staff
 Ability to coordinate activities with other departments
 Management skills
 Ability to prepare budgets and write reports
 Ability to use a computer
 Knowledge of sports and recreational activities

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Program Manager, Recreation Services Manager, and Executive Director.

Nontraditional Occupation: No.
 68% of workers in survey responses were female.

Turnover: Moderately low, 10% in the past 12 months.

Unionization: Yes. 22% of employers and 28% of employees were unionized.

WHERE THE JOBS ARE

Industry

Amusement Parks
 Country Clubs
 Hotels and Resorts
 Local Governments
 Physical Fitness Facilities
 Retirement and Seniors Centers
 Social Service Agencies
 Sports and Recreation Clubs
 Youth Day Care Centers and Camps

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	94%
Dental Insurance:	94%
Vision Insurance:	82%
Life Insurance:	76%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	76%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, public school or program referrals, college job fairs, college bulletin boards, and Internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Activities Directors**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many Activity Directors are seasonal workers and work 40 hours per week and many work full-time, 41 hours per week. A few work part-time, 23 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.50 - 15.00	\$10.82
Union:	\$7.00 - 15.27	\$12.84
New Hires, With Experience:	\$8.00 - 17.00	\$12.08
Union:	\$9.00 - 16.04	\$14.28
After Three Years With the Firm:	\$9.50 - 18.25	\$15.34
Union:	\$14.64 - 19.54	\$16.69

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

18 employers provided data to develop this profile.

14 expect employment to remain stable and 4 project employment to grow over the next three years.

Education / Training Providers: See Appendix A, page 201

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ASSEMBLERS AND FABRICATORS - Except Machine, Electrical, Electronic OES 939560

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. This includes assemblers whose duties are of a nonprecision nature. This does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

Alternate Job Titles: Manufacturing Operators, Production Cutters/Finishers, Iron Assemblers, Assembly Worker Finishers

Related DOT Codes: 706.687-010, 739.687-030, 763.684-038, 809.684-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have less than a high school education. A few have a high school diploma or equivalent or some college (but not necessarily a degree).

Training: Many firms always allow training to substitute for work experience. Many employers provide 1 - 2 months in-house safety training.

Experience: Many firms never require related work experience. Those that do prefer applicants with 6 - 12 months experience as Assemblers, Machine Shop or Hand Tool Workers.

Skills rated "very important":

- Willingness to do repetitive work
- Ability to follow safe work practices
- Ability to work well with others
- Ability to work as part of a team
- Ability to read and follow written and oral instructions
- Good eye-hand coordination
- Interpersonal skills
- Willingness to work with close supervision
- Ability to work independently
- Oral communication skills
- Ability to use hand tools
- Ability to withstand a noisy or dusty work environment
- Willingness to work long and/or irregular hours
- Ability to use small power tools
- Punctuality and good attendance
- Self motivation

OCCUPATIONAL CHARACTERISTICS

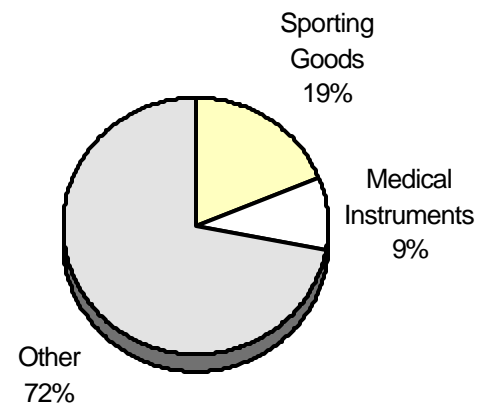
Career Ladders: Promote to: Lead Assembler, Shipping and Receiving Clerk and Shop/Floor/Production Supervisor.

Nontraditional Occupation: No.
52% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

Full-Time

Medical Insurance:	100%
Dental Insurance:	92%
Vision Insurance:	50%
Life Insurance:	67%
Paid Sick Leave:	67%
Paid Vacation:	100%
Retirement Plan:	75%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, unsolicited applicants, private employment agencies and Employment Development Department.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Assemblers and Fabricators**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Assemblers and Fabricators work full-time, 40 hours per week. A few work on a temporary basis, or on a seasonal basis, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 8.00	\$5.85
New Hires, With Experience:	\$5.75 - 8.75	\$6.50
After Three Years With the Firm:	\$7.00 - 13.00	\$9.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above

OES Growth Projections: New jobs through 2004: 1,060

Separations to 2004: 1,340

*Total Openings: 2,400

New Job Growth Rate: 12.1%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

10 project employment to grow. 4 expect employment to remain stable, and 1 expects employment to decline over the next three years.

Education / Training Providers: See Appendix A, page 202

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ASSEMBLERS - ELECTRICAL AND ELECTRONIC EQUIPMENT – PRECISION

OES 931140

Assemblers of Electrical and Electronic Equipment-Precision assemble or modify prototypes or final assemblies of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar and telemetering systems, or appliances. This includes workers who primarily assemble electrical systems for machinery.

Alternate Job Titles: Assembly Technicians

Related DOT Codes: 721.381-014, 722.281-010, 722.381-010, 729.381-022

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (88%) require a high school diploma or equivalent. A few (13%) require less than a high school education.

Training: Most firms (62%) allow 3-6 months training to substitute for work experience. Some firms (25%) provide on-the-job training for applicants.

Experience: Most firms (75%) prefer but do not require related work experience. Their preference is 3 - 24 months experience as a Mechanical or Medical Device Assembler or Machine Operator.

Skills rated "very important":

- Ability to pay attention to detail
- Ability to do precision work
- Good eyesight and color vision
- Ability to do routine and repetitive work
- Ability to work independently
- Knowledge of safe working practices
- Manual dexterity
- Ability to work under pressure and meet deadlines
- Ability to use hand and power tools
- Ability to work on a team
- Oral communication skills
- Ability to read and follow instructions
- Ability to read and interpret blue prints and wiring diagrams
- Knowledge of electrical specifications
- Pass competency and soldering skills test

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Lead Assembler, Supervisor, Quality Control Supervisor.

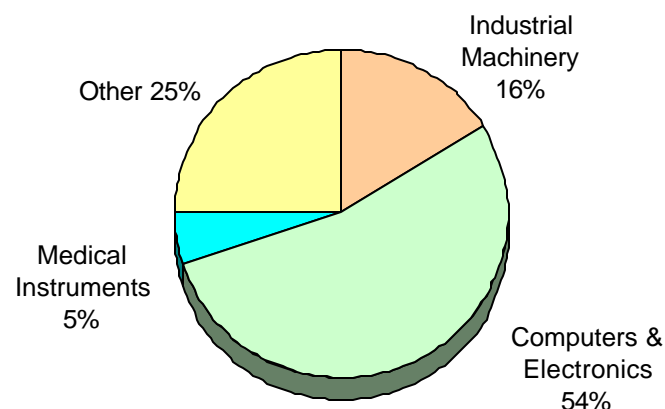
Nontraditional Occupation: No.
61% of workers in survey responses were female.

Turnover: Very low, 3% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	27%	47%	7%
Dental Insurance:	7%	27%	13%
Vision Insurance:	7%	20%	7%
Life Insurance:	13%	7%	0%
Paid Sick Leave:	27%	13%	0%
Paid Vacation:	60%	13%	0%
Retirement Plan:	13%	20%	13%
Child Care	0%	0%	0%

Other employer specified: 401-K Plan

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, walk-in applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Assemblers - Electrical and Electronic Equipment**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all Assemblers work on a temporary or on-call basis (83%), 40 hours per week. Few (17%) work permanent full-time, 40 hours per week.

Shifts: All employers (100%) report having day shifts. A few (13%) also have swing or graveyard shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$6.50
New Hires, With Experience:	\$6.25 - 9.50	\$7.63
After Three Years With the Firm:	\$8.00 - 11.00	\$8.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 340

Separations to 2004: 720

*Total Openings: 1,060

New Job Growth Rate: 8.2%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

12 project employment to grow and 3 expect it to remain stable and 1 expects employment to decline over the next two years.

Education / Training Providers: See Appendix A, page 201

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

AUTOMATED ASSEMBLYLINE TECHNICIANS

(No OES Code - Emerging Occupation)

Automated Assemblyline Technicians operate, program, maintain and repair automated machine tools and systems and automated manufacturing processes, including flexible manufacturing processes, Computerized Numerical Control Machines (CNC), robots and programmable logic controllers (PLC).

Alternate Job Titles: Production Specialists, Maintenance Technicians, Test Technicians, Electronic Technicians

Related DOT Codes: 609.360-010, 609.362-010, 630.281-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have an associate degree.

Training: Most firms never allow training to substitute for work experience. Employers prefer applicants who have completed a 2 year associate degree program or finished a company on-the-job training program and have word processing and data base software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 2 years experience as an Electronics Technician, Production or Equipment Technician.

Skills rated "very important":

- Ability to work on a team
- Ability to understand and follow safety procedures
- Ability to analyze and solve problems
- Ability to follow written instructions
- Manual dexterity
- Interpersonal skills
- Understanding of electronics systems
- Ability to use hand tools
- Ability to repair hydraulic and pneumatic systems
- Knowledge of sensor feedback principles and systems
- Shop math skills
- Knowledge of programmable logic controls (PLCs)
- Ability to use precision measuring equipment
- Welding or soldering ability
- Knowledge of CNC codes
- Troubleshooting skills
- Mechanical aptitude, good hand eye coordination
- Electrical and electronic knowledge

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Technician, Senior Technician.

Nontraditional Occupation: Yes.
3% of workers in survey responses were female.

Turnover: Moderately low, 9% in the past 12 months.

Unionization: Yes. 7% of employers surveyed and 2% of employees.

WHERE THE JOBS ARE

Manufacturing Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	93%
Vision Insurance:	80%
Life Insurance:	93%
Paid Sick Leave:	80%
Paid Vacation:	93%
Retirement Plan:	93%
Other: 401-K Plan, Profit Sharing, Educational Reimbursement	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, newspaper advertisements, public school or program referrals, former military applicants, web page, employee referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Automated Assemblyline Technicians**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicate Automated Assemblyline Technicians work full-time, 44 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$8.50 - 16.00	\$12.00
New Hires, With Experience:	\$10.50 - 18.00	\$15.00
After Three Years With the Firm:	\$12.00 - 24.00	\$19.75

*Union and nonunion wages included.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment:	Small - Less than 1,662
OES Growth Projections:	New jobs through 2004: 10
	<u>Separations to 2004:</u> 30
	*Total Openings: 40

Openings for Automated Assembly Technicians are included in the general classification of Machinery Maintenance Mechanics, not elsewhere classified.

New Job Growth Rate: 4.8%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 202

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BIOTECHNOLOGY LABORATORY ASSISTANTS

No OES Code - Emerging Occupation

Biotechnology Laboratory Assistants prepare solutions and perform laboratory procedures under the direction of a research assistant or scientist. They may be responsible for a wide variety of research laboratory tasks and experiments including: making detailed observations; analyzing data; interpreting results; writing experimental reports, summaries and protocols; trouble shooting and calibrating scientific instruments; maintaining production equipment; preparing glassware, reagents and culture media and care for research animals. They may be responsible for implementing analyses of raw materials in-process inspection and quality and control audits as well as the manufacture and packaging of products and the implementation of production procedures.

Alternate Job Titles: Laboratory Assistant, Research Assistant, Assistant Scientist

Related DOT Codes: 029.361-018, 559.361-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have either a bachelor degree or have some college (but not necessarily a degree).

Training: Many firms usually allow training to substitute for work experience. They prefer applicants with 12 months of academic lab training or internship and database and word processing software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 6 - 24 months experience as a Lab Technician, Lab Assistant or Research Associate.

Skills rated "very important":

- Ability to maintain a clean working environment
- Ability to keep accurate records
- Knowledge of safe laboratory work procedures
- Ability to work on a team
- Ability to pay attention to detail
- Ability to follow written and oral instructions
- Interpersonal skills
- Problem solving skills
- Knowledge of basic laboratory equipment
- Organizational skills
- Knowledge of personal protective gear
- Ability to prepare media and make solutions
- Data entry skills
- Knowledge of inventory control techniques

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Group Leader, Assistant / Associate Scientist.

Nontraditional Occupation: No.
50% of workers in survey responses were female.

Turnover: Moderate, 15% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Biotechnology Research
Pharmaceutical Manufacturing

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	90%
Vision Insurance:	60%
Life Insurance:	90%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	90%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, public school or program referrals, local college campus recruitment, employee referrals, private employment agencies.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	
Not Difficult		X

Job Market for: **Biotechnology Laboratory Assistants**

Experienced applicants: **Competitive**

Inexperienced applicants: **Very competitive**

HOURS AND WAGES

Average Weekly Hours: Most Biotechnology Laboratory Assistants work full-time, 41 hours per week. Some work part-time, 20 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 12.50	\$8.25
New Hires, With Experience:	\$7.00 - 15.00	\$9.00
After Three Years With the Firm:	\$8.00 - 19.25	\$11.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662
OES Growth Projections: New jobs through 2004: 330
Separations to 2004: 220
 *Total Openings: 550

Openings for Biotechnology Laboratory Assistants are part of the above projections for Physical Life Science Technicians, not elsewhere classified, as well as for OES titles; Biological Food Technicians, Medical, Clinical Laboratory Technologists and Medical, Clinical Laboratory Assistants.

New Job Growth Rate: 26.8%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 12 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 202

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS OES 553380

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. This does not include individuals whose primary duty is operating special office machines.

Alternate Job Titles: Full Charge Bookkeepers, Payroll Specialist

Related DOT Codes: 210.382-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (80%) require a high school diploma or equivalent. Some (20%) require an associate degree.

Training: Many firms (46%) require technical or vocational training and allow that to substitute for work experience. Employers prefer applicants with spreadsheet, word processing and database software skills.

Experience: Most firms (73%) require 6 - 36 months related work experience or 24 months experience in accounting related activities.

Skills rated "very important":

- Ability to pay attention to detail
- Ability to perform routine repetitive work
- Ability to use 10-key adding machine
- Ability to work under pressure and meet deadlines
- Excellent record keeping skills
- Oral communication skills
- Ability to work independently
- Organizational skills
- Knowledge of computerized bookkeeping and payroll
- Interpersonal and customer service skills
- Business math skills
- Knowledge of payroll processing
- Knowledge of accounting principles
- Willingness to work long hours
- Ability to prepare bank deposits and handle cash
- Ability to handle accounts payable and receivable
- Ability to manually maintain journal ledgers

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Bookkeeper, Full Charge Bookkeeper, Junior Accountant, Certified Public Accountant (with additional education).

Nontraditional Occupation: No.
71% of workers in survey responses were female.

Turnover: Very low, 1% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry

- Accounting & Bookkeeping Services
- Car Dealers
- Community Colleges
- Construction
- Doctors Offices
- Grocery Stores
- Hotels & Motels
- Insurance Agents & Brokers
- Local, State and Federal Government
- Real Estate Offices
- Religious Organizations
- Restaurants

FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	23%	15%	38%
Dental Insurance:	15%	15%	46%
Vision Insurance:	15%	8%	54%
Life Insurance:	8%	8%	62%
Paid Sick Leave:	23%	15%	38%
Paid Vacation:	23%	15%	38%
Retirement Plan:	8%	0%	69%
Child Care	0%	0%	77%

Other employer specified: 401-K Plan

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, private employment agencies.

Others include: Colleges and universities, internet and walk-in applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Bookkeeping, Accounting, and Auditing Clerks**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Many (56%) Bookkeeping, Accounting, and Auditing Clerks work on a temporary or on-call basis, 39 hours per week. Some (34%) work full-time, 40 hours per week; and a few (9%) work part-time, 27 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 8.50	\$6.00
New Hires, With Experience:	\$7.00 - 12.00	\$10.00
After Three Years With the Firm:	\$10.00 - 15.34	\$12.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - More than 7,202

OES Growth Projections: New jobs through 2004: 680

Separations to 2004: 1,790

*Total Openings: 2,470

New Job Growth Rate: 4.5%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

10 project employment to grow and 5 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 202

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

OES 853110

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Alternate Job Titles: Diesel Truck Service Technician, Service Technician, Mechanic I, II, Mechanic A, B, C,

Related DOT Codes: 620.281-050, 625.281-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (83%) require a high school diploma or equivalent. A few (17%) require less than a high school education.

Training: Many firms (59%) allow training to substitute for work experience. Many employers (44%) require technical or vocational training. They prefer applicants trained in automotive electronics or truck and diesel engine repair.

Experience: Almost all firms (89%) require 12 - 48 months related work experience or 2 - 5 years experience as a automobile mechanic or machinist. Few employers report hiring inexperienced applicants.

Skills rated "very important":

- Knowledge of safe working practices
- Ability to pay attention to detail
- Ability to repair brakes
- Knowledge of gas, diesel and natural gas engines
- Ability to use hand and power tools
- Ability to work in awkward positions
- Troubleshooting skills
- Ability to read and interpret technical manuals
- Ability to work independently
- Ability to provide own hand tools
- Possession of a valid drivers license
- Ability to work under pressure and meet deadlines
- Oral communication skills
- Ability to keep accurate records
- Knowledge of automotive electronics
- Ability to use electronic diagnostic equipment
- Ability to repair vehicle air conditioning systems

OCCUPATIONAL CHARACTERISTICS

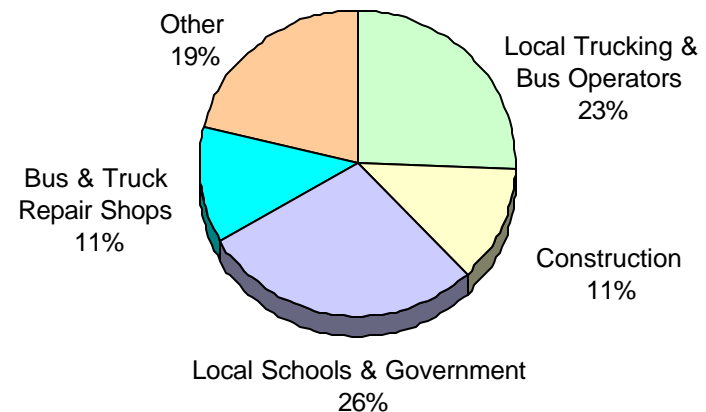
Career Ladders: Promote to: Lead Mechanic, Foreman, Shop Supervisor, Fleet Equipment Supervisor, Shift Supervisor, Supervising Manager, Operations Supervisor.

Nontraditional Occupation: Yes.
None of workers in survey responses were female.

Turnover: Moderate, 14% in the past 12 months.

Unionization: Yes. 28% of employers and 70% of employees were unionized.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'ler Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	41%	53%	0%
Dental Insurance:	35%	35%	6%
Vision Insurance:	29%	29%	6%
Life Insurance:	35%	24%	6%
Paid Sick Leave:	59%	6%	0%
Paid Vacation:	88%	6%	0%
Retirement Plan:	47%	12%	6%
Child Care	0%	0%	0%

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, in-house promotion or transfer.

Others include: Walk-in applicants, Employment Development Department, job postings.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Bus and Truck Mechanics**

Experienced applicants: No competition in job search

Inexperienced applicants: Very competitive in job search

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (99%) Bus and Truck Mechanics work full-time, 41 hours per week.

Shifts: Almost all employers (89%) report having day shifts. Some also have swing (39%) and some (22%) have graveyard shifts.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	--- \$13.00	--- \$13.00
New Hires, With Experience: Union:	\$7.00 - 14.00 \$11.50 - 17.78	\$12.00 \$12.00
After Three Years With the Firm: Union:	\$11.00 - 20.00 \$14.00 - 20.00	\$15.00 \$15.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 200
Separations to 2004: 200
 *Total Openings: 400

New Job Growth Rate: 15.3%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

18 employers provided data to develop this profile.

10 project employment to grow and 8 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 203

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CARPENTERS

OES 871020 Carpenters

perform the carpentry duties necessary to make or repair wooden structures, structural members and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

Alternate Job Titles: Apprentice / Journeyman Carpenter, Carpenter Piece Workers, Framers

Related DOT Codes: 860.381-022, 860.381-042, 860.664-010, 869.281-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

Training: Almost all firms sometimes allow training to substitute for work related experience. Employers prefer applicants who have 1 - 4 years of carpentry apprenticeship.

Experience: Many firms usually require related work experience. They prefer 1 - 4 years experience as a construction trades worker, apprentice or journeyman carpenter.

Skills rated "very important":

- Ability to work on a team
- Provide own hand tools
- Shop math skills
- Ability to lift 50 lbs.
- Ability to read and follow instructions
- Rough and finished carpentry skills
- Regular use of own vehicle
- Ability to work independently
- Ability to do strenuous, physically demanding work
- Knowledge of safe workplace rules
- Drug free workplace
- Knowledge of steel stud framing
- Knowledge of surveying
- Computer - Laptop Usage

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to Leadperson, Foreperson, Operations Manager, Superintendent.

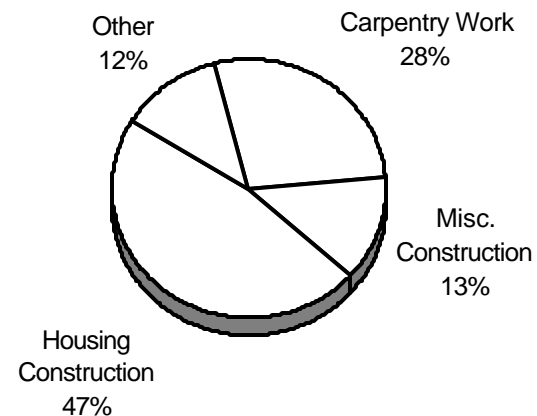
Nontraditional Occupation: Yes.
1% of workers in survey responses were female.

Turnover: Very low, 2% in the past 12 months.

Unionization: Yes. 13% of employers and 16% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	54%
Vision Insurance:	46%
Life Insurance:	23%
Paid Sick Leave:	23%
Paid Vacation:	31%
Retirement Plan:	46%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referral, unsolicited applicants, newspaper advertisements, in-house promotion or transfer, Employment Development Department, union hall referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	
Not Difficult		X

Job Market for: **Carpenters**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Carpenters work full-time, 40 hours per week. A few work part-time, 26 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.00 - 10.00	\$7.25
New Hires, With Experience:	\$9.00 - 19.00	\$11.50
After Three Years With the Firm:	\$13.00 - 25.00	\$16.50

* Union and non-union wages are combined in the above calculations.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 2,170
Separations to 2004: 1,120
 *Total Openings: 3,290

New Job Growth Rate: 27.2%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years due to increased volume of business and backlog of work.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 204

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CHEMICAL EQUIPMENT CONTROLLERS AND OPERATORS (BIO-TECHNOLOGY) 929350999

Chemical Equipment Controllers and Operators (Bio-Technology) control or operate equipment to control chemical changes or reactions in the processing of industrial or consumer products. Typical equipment used are reaction kettles, catalytic converters, continuous or batch treating equipment, saturator tanks, electrolytic cells, reactor vessels, recovery units and fermentation chambers.

For a more detailed analysis of Chemical Equipment Controllers and Operators see: Bio-process/Pilot Plant Technicians, page 22; and Chemical Process/Pilot Plant Technicians, page 24.

Alternate Job Titles: Staff Research Associates, Quality Control Associates, Production Chemists, Chemical Process Technicians, and Bio-process Development Technician.

Related DOT Codes: 012.261-014, 019.061-010, 078.261-014, 168.167-066, 559.664-014, 559.382-046

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a bachelor degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with training in good manufacturing practices. They seek applicants with spreadsheet, database, word processing and Internet software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 2 years experience as a Chemical Process or Bio-process Technician, clean room, laboratory, or research experience.

Skills rated "very important":

- Ability to read and follow instructions
- Record keeping skills
- Knowledge of quality control guidelines
- Ability to monitor gauges and signals
- Ability to follow safe equipment operating practices
- Ability to work as part of a team
- Analytical and troubleshooting skills
- Basic math skills
- Ability to pay attention to detail
- Ability to operate automated manufacturing equipment
- Manual dexterity
- Analytical and troubleshooting skills
- Technical writing skills
- Knowledge of aseptic process and cleanroom procedures
- Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Quality Control Supervisor, Group Leader, or other management positions.

Nontraditional Occupation: No.
41% of workers in survey responses were female.

Turnover: Moderate, 18% in the past 12 months.

Unionization: Yes. 12% of employers and 5% of employees were unionized.

WHERE THE JOBS ARE

Industry -

- Biotechnology Research
- Chemical Products Manufacturing
- Pharmaceutical and Drug Manufacturing
- Temporary Staffing Agencies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	76%
Vision Insurance:	65%
Life Insurance:	71%
Paid Sick Leave:	94%
Paid Vacation:	94%
Retirement Plan:	88%
Child Care:	6%
Other: 401-K Plan, Stock Options, Disability Insurance	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, private employment agencies, public school or program referrals, employee referrals, trade shows, and Internet web site.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Chemical Equipment Controllers and Operators**
Experienced applicants: **Somewhat competitive**
Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Chemical Equipment Controllers and Operators work full-time, 40 hours per week. Some work on a temporary or on-call basis, 40 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$10.00 - 16.75	\$13.43
New Hires, With Experience:	\$11.00 - 21.50	\$16.78
After Three Years With the Firm:	\$13.50 - 31.25	\$19.18

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.
 14 project employment to grow and 3 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 202

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

The following definition is used by employers in the Bio-technology industry and is a subset of Chemical Equipment Controllers and Operators.

BIO-PROCESS/PILOT PLANT TECHNICIANS

Bio-process/Pilot Plant Technicians are responsible for the successful completion of bio-process activities as required to maintain production levels in compliance with GMPs (good manufacturing practices) involved in cell cultures. They assist in writing production procedures as necessary.

Alternate Job Titles: Staff Research Associates, Quality Control Associates, Bio-Process Development Technicians

Related DOT Codes: 012.261-014, 078.261-014, 168.167-066

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a bachelor degree. A few have an associate degree or some college (but not necessarily a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers provide 1 - 3 months training in good manufacturing practices (GMP) and the use of analytical equipment. Employers prefer applicants with spreadsheet, database, word processing, and Internet software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 2 years prior experience as a Quality Control Technician, Bio-Process Technician, or Staff Research Associate.

Skills rated "very important":

- Ability to read and follow instructions and pay attention to detail
- Ability to follow safe equipment operating practices
- Knowledge of quality control guidelines
- Ability to monitor gauges and signals
- Ability to work independently or as part of a team
- Record keeping skills
- Knowledge of proper disposal of chemical waste
- Oral communication skills
- Ability to operate automated manufacturing equipment
- Knowledge of automated manufacturing processes
- Manual dexterity
- Analytical and troubleshooting skills
- Basic math skills
- Technical writing skills
- Knowledge of aseptic process and cleanroom procedures

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Staff Associate, Senior Research Associate, Supervisor, and Manager.

Nontraditional Occupation: No.
64% of workers in survey responses were female.

Turnover: Moderately low, 9% in the past 12 months.

Unionization: Yes. 14% of employers and 9% of employees were unionized.

WHERE THE JOBS ARE

Industry -

- Biotechnology Research
- Pharmaceutical and Drug Manufacturing
- Temporary Staffing Agencies

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	71%
Vision Insurance:	71%
Life Insurance:	71%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	86%
Child Care:	14%
Other: 401-K Plan, Disability Insurance, Stock Options	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, Public school and program referrals, private employment agencies, employee referrals, trade shows, Internet web site, and college bulletin boards.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		
Not Difficult		X

Job Market for: **Bio-process/Pilot Plant Technicians**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Very competitive**

HOURS AND WAGES

Average Weekly Hours: Half the Bio-process/Pilot Plant Technicians work full-time, 40 hours per week. The other half work on a temporary or on-call basis, 40 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$11.50 - 15.50	\$13.43
New Hires, With Experience:	\$12.00 - 20.00	\$17.98
After Three Years With the Firm:	\$13.50 - 23.75	\$19.18

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

7 employers provided data to develop this profile.

6 project employment to grow and 1 expects employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 202

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

The following definition is used by employers in the Bio-technology industry and is a subset of Chemical Equipment Controllers and Operators.

CHEMICAL PROCESS/PILOT PLANT TECHNICIANS

Chemical Process/Pilot Plant Technicians assist in the successful production of chemical and bio-chemical products. They operate chromatography equipment. They prepare solutions used in the isolation and purification process. They maintain records to comply with regulatory requirements, GMPs (good manufacturing practices) and standard operating processes.

Alternate Job Titles: Staff Research Associates, Quality Control Associates, Production Chemists, Chemical Process Technicians, and Scientists.

Related DOT Codes: 012.261-014, 019.061-010, 559.664-014, 559.382-046

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a bachelor degree. Some have taken college courses (but not necessarily obtained a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with training in good manufacturing practices. They seek applicants with spreadsheet, database and word processing software skills.

Experience: Most firms usually require related work experience. They prefer applicants with 2 years experience as a Chemical Process or Bio-process Technician, clean room, laboratory, or research experience.

Skills rated "very important":

- Ability to read and follow instructions
- Record keeping skills
- Knowledge of quality control guidelines
- Ability to monitor gauges and signals
- Ability to follow safe equipment operating practices
- Ability to work as part of a team
- Analytical and troubleshooting skills
- Ability to operate a computer
- Basic math skills
- Ability to pay attention to detail
- Technical writing skills
- Knowledge of aseptic process and cleanroom procedures
- Instrumentation skills
- Knowledge of combinational chemistry
- Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Quality Control Supervisor, Group Leader, or other management positions.

Nontraditional Occupation: No.
36% of workers in survey responses were female.

Turnover: Moderately high, 21% in the past 12 months.

Unionization: Yes. 10% of employers and 4% of employees were unionized.

WHERE THE JOBS ARE

Industry -

- Biotechnology Research
- Chemical Products Manufacturing
- Pharmaceutical and Drug Manufacturing
- Temporary Staffing Agencies

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	80%
Vision Insurance:	60%
Life Insurance:	70%
Paid Sick Leave:	90%
Paid Vacation:	90%
Retirement Plan:	90%
Other: 401-K Plan, Stock Options, Disability Insurance	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Private employment agencies, public school or program referrals, newspaper advertisements, employee referrals, trade shows, and Internet web site.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Chemical Process/Pilot Plant Technicians**
Experienced applicants: **Somewhat competitive**
Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Chemical Process/Pilot Plant Technicians work full-time, 40 hours per week. A few work on a temporary or on-call basis, 40 hours per week.

Hourly Wages	Range *	Median *
New Hires, No Experience:	\$10.00 - 16.75	\$13.67
New Hires, With Experience:	\$12.00 - 21.50	\$16.18
After Three Years With the Firm:	\$14.75 - 31.25	\$19.09

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

10 employers provided data to develop this profile.
 8 project employment to grow and 2 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 202

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CHEMISTS - EXCEPT BIOCHEMISTS

OES 241050

Chemists conduct chemical tests, qualitative and quantitative chemical analyses or chemical experiments in laboratories for quality or process control to develop new products or new knowledge. Does not include Biochemists.

Alternate Job Titles: Quality Control Chemist, Environmental Chemist, Junior Chemist, Research Associate

Related DOT Codes: 022.061-010, 022.261-010, 022.281-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree.

Training: Almost all firms never allow training to substitute for work experience. Employers prefer applicants with spreadsheet, word processing and database software skills.

Experience: Most firms usually require related work experience. They prefer to hire applicants with 1 - 4 years experience as a Chemist.

Skills rated "very important":

- Knowledge of health and safety procedures
- Ability to work as a team member
- Ability to read and follow instructions
- Ability to operate laboratory equipment
- Ability to concentrate and do detailed work
- Ability to work independently
- Ability to do research and analysis
- Ability to solve technical problems
- Oral communication skills
- Computer literate
- Ability to write technical reports
- Knowledge of production and quality control
- Knowledge of chromatography
- Interpersonal skills
- Ability to handle multiple tasks

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Chemist, Analytical Chemist.

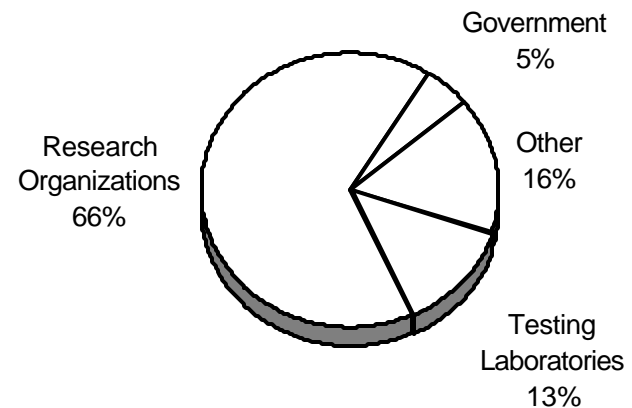
Nontraditional Occupation: No.
43% of workers in survey responses were female.

Turnover: Moderately low, 6% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	73%
Vision Insurance:	47%
Life Insurance:	60%
Paid Sick Leave:	87%
Paid Vacation:	93%
Retirement Plan:	60%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, public school or program referrals, unsolicited applicants, Workforce Partnership / Career Center referrals, chemists societies.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Chemists**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicated Chemists work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.75 - 19.00	\$13.75
New Hires, With Experience:	\$12.00 - 21.50	\$15.00
After Three Years With the Firm:	\$15.00 - 26.00	\$18.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 200

Separations to 2004: 100

*Total Openings: 300

New Job Growth Rate: 35.1%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 204

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CHILD CARE WORKERS

OES 680380

Child Care Workers attend children at school, businesses and institutions performing a variety of tasks, such as dressing, feeding, bathing and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

Alternate Job Titles: Child Care Providers, Instructional Aides / Teachers

Related DOT Codes: 355.674-010, 359.677-010, 359.677-018, 359.677-026,

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree). Some have an associate degree.

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years of child care training with a Child Care Certificate and pass a health screening, including a TB test. Employers assist applicants in obtaining a fingerprint clearance and child abuse index check through Department of Justice.

Experience: Many firms always require related work experience. They prefer applicants with 1 - 2 years experience as a Child Care Worker or Teacher's Aide.

Skills rated "very important":

- Patience with children
- Ability to work under pressure
- Possess a clean driving record
- Ability to work independently
- Ability to read and follow instructions
- Training in early child development
- Ability to handle crisis situations
- Oral reading skills
- CPR and first aid skills
- Positive attitude
- Ability to work as a team member
- Behavioral training
- Training for children with special needs
- Management skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Teacher or Assistant Director with additional education.

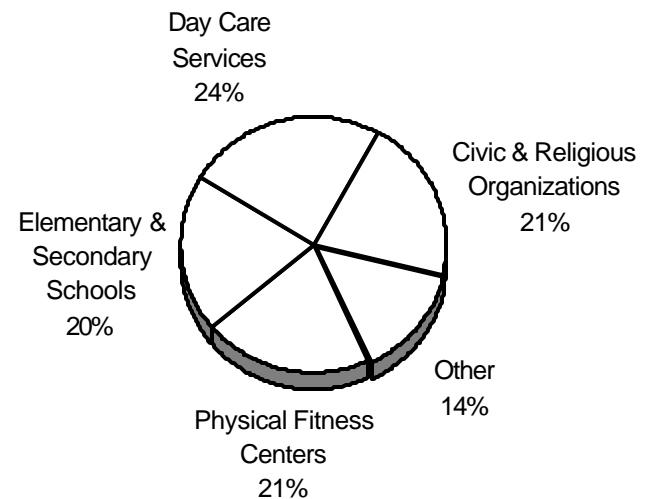
Nontraditional Occupation: No.
92% of workers in survey responses were female.

Turnover: Moderate, 17% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	80%
Dental Insurance:	53%
Vision Insurance:	27%
Life Insurance:	33%
Paid Sick Leave:	80%
Paid Vacation:	87%
Retirement Plan:	40%
Child Care:	67%
Other: Tuition reimbursement (full or partial)	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referral, unsolicited applicants, newspaper advertisements, in-house promotion or transfer, public school or program referrals, private school referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Child Care Workers**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Child Care Workers work full-time, 40 hours per week. Some work part-time, 21 hours per week or on a temporary or on-call basis, 14 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.00 - 9.50	\$6.25
New Hires, With Experience:	\$6.00 - 12.00	\$7.00
After Three Years With the Firm:	\$6.50 - 15.00	\$9.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 800

Separations to 2004: 230

*Total Openings: 420

New Job Growth Rate: 31.0%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 205

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CIVIL ENGINEERING TECHNICIANS AND TECHNOLOGISTS

OES 225020

Civil Engineering Technicians and Technologists apply the theory and principles of civil engineering in planning, designing and overseeing the construction and maintenance of structures and facilities, under the direction of engineering staff and physical scientists.

Alternate Job Titles: Junior Engineer, Associate Engineer, Design Engineer, Engineer in Training

Related DOT Codes: 005.261-014, 005.281-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a bachelor degree.

Training: Many firms usually allow training to substitute for work experience. Employers prefer applicants with CAD drafting (Auto Cad, Micro Station), word processing and spreadsheet software skills.

Experience: Most firms sometimes require related work experience. They prefer applicants with 2 years experience as an intern, technician, assistant or associate engineer.

Skills rated "very important":

- Ability to read and follow instructions
- Problem solving skills
- Ability to concentrate and do detailed work
- Ability to operate a computer
- Ability to read maps
- Ability to work under pressure and meet deadlines
- Ability to do precision work
- Oral communication skills
- Ability to draft working drawings
- Ability to do research
- Ability to estimate construction costs
- Knowledge of construction and survey methods
- Health and safety training
- Advanced CAD training
- Customer service

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Licensed Civil Engineer, Senior Designer.

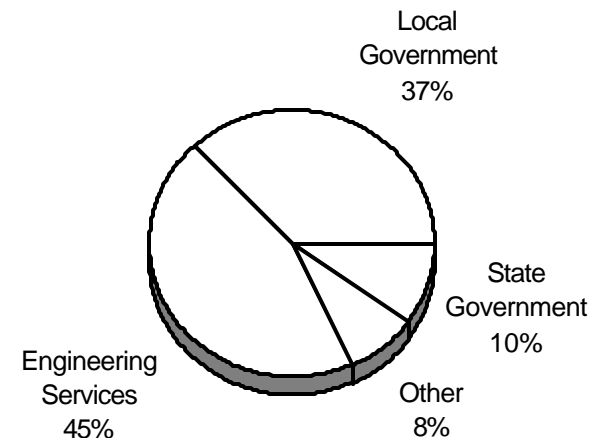
Nontraditional Occupation: Yes.
24% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	71%
Vision Insurance:	47%
Life Insurance:	71%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	76%
Other: 401-K Plan, Profit Sharing	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, public school or program referrals, employee referrals, in-house promotion or transfer, career fairs, engineering associations, internships.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Civil Engineering Technicians**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Civil Engineering Technicians and Technologists work full-time, 42 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 17.75	\$13.00
New Hires, With Experience:	\$12.00 - 18.50	\$15.00
After Three Years With the Firm:	\$14.00 - 21.75	\$17.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 80

Separations to 2004: 70

*Total Openings: 230

New Job Growth Rate: 15.7%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment: Almost all responding employers project employment to grow over the next three years because of increased business and continued growth of the economy.

Employer Responses: 17 employers supplied data used in this analysis.

Education / Training Providers: See Appendix A, page 206

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CIVIL ENGINEERS

OES 221210

Civil Engineers perform a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. This includes Traffic Engineers who specialize in studying vehicular and pedestrian traffic conditions.

Alternate Job Titles: Associate Civil Engineer, Junior Civil Engineer, Project Engineer, Resident Engineer, Civil Designers, Bridge Engineer/Designer, Design Engineer, Remediation Engineer, City Engineer

Related DOT Codes: 005.061-014, 005.061-038, 005.167-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All firms (100%) require a bachelor degree.

Training: Some firms (20%) allow training to substitute for work experience and some (26%) require technical or vocational training. Employers prefer applicants with word processing and spreadsheet software skills as well as the ability to use CAD or Autocad systems. (Employers reported using Intergraph and Microstation software).

Experience: Most firms (63%) require 2 - 5 years related work experience. Few (15%) accept other occupational experience and they prefer 5 years experience in design and construction.

Skills rated "very important":

- Ability to solve complex engineering problems
- Ability to read and follow instructions
- Ability to develop written recommendations/writing skills
- Ability to read and analyze maps, drawings, blueprints and aerial photographs
- Ability to work under pressure
- Ability to work on or manage a team
- Oral communication skills
- Ability to work independently
- Advanced math skills
- Ability to write technical material
- Possession of a valid drivers license
- Registered by the State Board of Professional Engineers
- Familiar with computer-assisted engineering design software
- Leadership and management skills
- CAD drafting and computer graphic skills
- Interpersonal skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Assistant Design Engineer, Lead Engineer, Senior Engineer, Assistant Project Engineer, Senior Bridge Designer, Project Manager, Supervising Engineer, Senior Associate Engineer, Company Vice President.

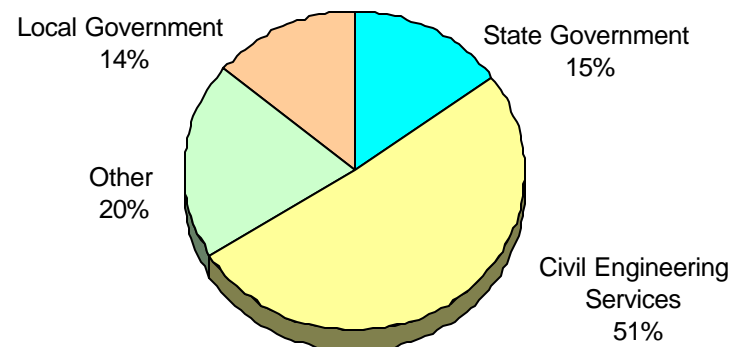
Nontraditional Occupation: Yes.
10% of workers in survey responses were female.

Turnover: Moderately low, 10% in the past 12 months.

Unionization: Yes. 26% of employers and 21% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	68%	32%	0%
Dental Insurance:	63%	32%	5%
Vision Insurance:	58%	21%	0%
Life Insurance:	63%	26%	11%
Paid Sick Leave:	84%	11%	0%
Paid Vacation:	89%	11%	0%
Retirement Plan:	63%	32%	5%
Child Care	5%	11%	0%

Other: Education reimbursement, paid holidays, long term disability, deferred compensation plan.

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, trade journals, employee referrals.

Others include: Colleges and universities, internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Civil Engineers**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (97%) Civil Engineers work full-time, 42 hours per week. A few (3%) work part-time, 28 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$12.00 - 18.63 \$15.05 - 15.32	\$16.74 \$15.19
New Hires, With Experience: Union:	\$14.62 - 23.97 \$16.25 - 25.68	\$18.75 \$21.00
After Three Years With the Firm: Union:	\$18.70 - 33.56 \$18.79 - 32.37	\$24.29 \$24.71

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 330

Separations to 2004: 320

*Total Openings: 650

New Job Growth Rate: 18.4%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

19 employers provided data to develop this profile.

10 project employment to grow and 9 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 206

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER ENGINEERS

OES 221270

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hydrid computer systems to solve scientific and engineering problems.

Alternate Job Titles: Business Applications Engineer, Systems Analyst, Systems Engineer, Systems Integrater, Hardware Engineer, Engineer Analyst, Information Analysts, Applications Systems Engineer, Applications Developer, Network Systems Engineer

Related DOT Codes: 033.167-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many firms (56%) require a bachelor degree. Some (25%) require an associate degree.

Training: Many firms (50%) allow 12 - 24 months of training in computer maintenance operations or have network certification to substitute for work experience. Employers prefer applicants with word processing, spreadsheet and database computer software skills.

Experience: Most firms (69%) require 2 - 6 years related work experience or 1 - 3 years experience in systems analysis, computer networking, or computer operations.

Skills rated "very important":

- Knowledge of computer hardware and software systems
- Ability to pay attention to detail
- Ability to work as a team
- Ability to meet deadlines
- Ability to read and follow instructions
- Oral communication skills
- Ability to work independently
- Problem solving skills
- Ability to work under pressure
- Knowledge of computer design
- Knowledge of micro and mainframe computer systems
- Analytical skills
- Computer programming skills
- Knowledge of LAN/WAN systems
- Possess a high level of theoretical expertise
- Ability to write technical material
- Multi-tasking skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior PC/Lan Specialist, Senior Engineer, Senior Network Engineer, Program Manager, Senior Computer Architect, Lead Engineer, Senior Systems Analyst, Applications Systems Analyst, Supervising Engineer.

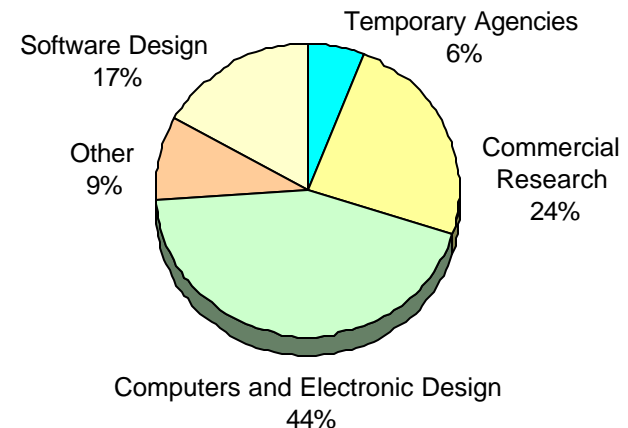
Nontraditional Occupation: Yes.
23% of workers in survey responses were female.

Turnover: Moderate, 15% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	E'er Pays All	Shared Cost	E'ee Pays All
Medical Insurance:	50%	50%	0%
Dental Insurance:	44%	50%	0%
Vision Insurance:	31%	25%	6%
Life Insurance:	38%	38%	6%
Paid Sick Leave:	81%	6%	0%
Paid Vacation:	94%	6%	0%
Retirement Plan:	63%	19%	0%
Child Care	0%	6%	0%
Other employer specified: 401-K Plan, Education Reimbursement, 125 Spending Plan, Short and Long Term Disability, Stock Purchase Plan			

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, internet, employee referrals.

Others include: Colleges and universities, professional networking.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Computer Engineers**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (94%) Computer Engineers work full-time, 42 hours per week. A few (6%) work part-time, 24 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$12.00 - 16.78	\$14.92
New Hires, With Experience:	\$11.51 - 21.58	\$17.16
After Three Years With the Firm:	\$14.49 - 33.56	\$21.69

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 2,440

Separations to 2004: 200

*Total Openings: 2,640

New Job Growth Rate: 66.1%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

8 project employment to grow, 7 expect employment to remain stable, and 1 expects employment to decline over the next two years.

Education / Training Providers: See Appendix A, page 206

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER PROGRAMMERS - INCLUDING AIDES

OES 251051

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate and retrieve specific documents, data, and information.

Alternate Job Titles: Programmer Analysts, Applications Developers, Software Engineers, Programmer Engineers

Related DOT Codes: 030.162-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree. Some have completed a graduate studies degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with word processing, spreadsheet, database and Internet software skills.

Experience: Most firms always require related work experience. They prefer applicants with 1 - 4 years experience as a Programmer Analyst, Software Developer/Engineer, or Database Developer.

Skills rated "very important":

- Ability to work as part of a team
- Knowledge of software applications
- Ability to debug computer programs
- Ability to work under pressure
- Detail oriented and ability to think logically
- Ability to work independently
- Ability to concentrate for long periods of time
- Knowledge of Visual Basic, C, C++
- Oral communication and presentation skills
- Knowledge of minicomputer hardware and operating systems
- Knowledge of UNIX and SQL databases
- Ability to write testing programs
- Knowledge of hardware configurations and PC work stations
- Ability to write technical material
- Knowledge of graphics programming
- Knowledge of Delphi, 4th Generation and Java programming languages
- Knowledge of client/server environments

OCCUPATIONAL CHARACTERISTICS

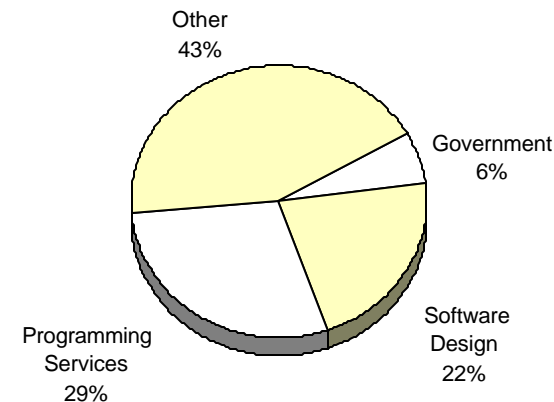
Career Ladders: Promote to: Senior Programmer, Systems Analyst, and Project Manager.

Nontraditional Occupation: Yes.
14% of workers in survey responses were female.

Turnover: Moderately low, 10% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	100%	6%
Dental Insurance:	94%	6%
Vision Insurance:	69%	---
Life Insurance:	88%	---
Paid Sick Leave:	88%	---
Paid Vacation:	100%	---
Retirement Plan:	94%	6%
Child Care:	13%	---
Other: 401-K Plan, Stock Purchase Plan, Tuition Reimbursement		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer, public school or program referrals, and Internet web sites.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Computer Programmers**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Computer Programmers work full-time, 43 hours per week. Some work on a temporary or on-call basis, 40 hours per week. A few work part-time, 28 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 19.25	\$14.65
New Hires, With Experience:	\$11.50 - 28.75	\$19.18
After Three Years With the Firm:	\$14.50 - 36.00	\$23.44

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 1,430

Separations to 2004: 1,570

*Total Openings: 3,000

New Job Growth Rate: 13.5%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

10 project employment to grow and 6 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 207

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CONCIERGES

352177999

Concierges are staff members of businesses such as: hotels, hospitals, or resorts. They assist guests of the facility with personal needs by utilizing knowledge of the facilities, local merchants and attractions. They make reservations; arrange tours and local transportation; make referrals to local restaurants, amusements, medical facilities, churches, theatres, libraries, museums and child care providers. They may obtain tickets for guests to social and recreational events or for travel. They may assist with special requests and business needs of guests regarding: conference calls, luggage, mail, computer usage and other guest services.

Alternate Job Titles: None reported

Related DOT Codes: None reported

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have some college (but not necessarily a degree).

Training: Most firms sometimes allow training to substitute for work experience. Many employers provide on-the-job training. They prefer applicants with word processing, database, desktop publishing and Internet software skills.

Experience: Many firms sometimes require related work experience. They prefer applicants with 12 - 15 months experience as a Hotel Front Desk Clerk, Hotel Sales Representative or Public Relations Representative.

Skills rated "very important":

Public contact and customer service skills
Well groomed
Oral communication skills
Ability to assist guests with personal needs
Ability to read and follow instructions
Map reading skills and ability to give directions
Willingness to work nights, weekends and holidays
Ability to work independently
Familiar with local tourist attractions
Familiar with local shopping and retail merchants
Ability to assist with guest transportation needs (car rental)
Familiar with local restaurants and eating establishments
Ability to arrange tours
Knowledge of employer policies and operation procedures
Knowledge of local churches and hospitals
Knowledge of emergency first aid
Knowledge of child care providers
Computer literate

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Chief Concierge, Front Desk Supervisor, Sales Manager, and Marketing Representative.

Nontraditional Occupation: No.
72% of workers in survey responses were female.

Turnover: Moderately high, 28% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry -

Car Rental Agencies, Hotels, Resorts and Spas, Tour Operators

Occupational Note:

Concierges appear to have multiple levels of professionalism. One consists of employment in "up-scale" hotels and resorts which pride themselves on customer service and personal accommodations delivered by their Concierges staff. The Concierges take great pride in their occupation and consider it a career. Many are members of the local San Diego Concierge Association and/or the international association of Les Clefs D'Or, USA Ltd. Another level consists of employment at large "chain" hotels which also provide excellent customer service and outstanding accommodations. The position is often viewed as a step on the career ladder, though many in the position were very satisfied being a Concierge. Another level currently emerging is the contracting out of concierge services to related businesses such as auto rental agencies or tour companies. A more recent entrant in the field is the offering of concierge type services and activities to area visitors and guests using Internet web sites.

FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	100%	27%
Dental Insurance:	100%	27%
Vision Insurance:	53%	20%
Life Insurance:	73%	27%
Paid Sick Leave:	67%	27%
Paid Vacation:	93%	27%
Retirement Plan:	73%	20%
Other: 401-K Plan, Profit Sharing		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, in-house promotion or transfer, newspaper advertisements, unsolicited applicants, job hot lines, and college campus recruitment office.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Concierges**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Approximately half the Concierges work full-time, 38 hours per week and the other half work part-time, 27 hours per week.

Hourly Wages	Range *	Median
New Hires, No Experience:	\$6.00 - 8.00	\$7.25
New Hires, With Experience:	\$6.75 - 9.00	\$8.00
After Three Years With the Firm:	\$6.75 - 12.00	\$9.79

* Range could increase \$1.00 - \$2.00 if tips are included.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

8 project employment to grow and 8 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 208

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CORRECTION OFFICERS AND JAILERS

OES 630170

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

Alternate Job Titles: Corrections Deputy, Correctional Officer, Watch Guards, Correctional Deputy Probation Officers

Related DOT Codes: 372.367-014, 372.667-018

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (80%) require a high school diploma or equivalent. Some (20%) require a bachelor degree.

Training: No firms allow vocational training to substitute for work experience. Most (40%) require vocational or technical training and prefer applicants trained in criminal justice or social science.

Experience: Most firms (60%) do not require related work experience. Those that do, prefer 24 - 36 months experience in military security, social work, supervisory or management positions; but responding employers report rarely hiring experienced applicants.

Skills rated "very important":

- Oral communication skills
- Ability to read and follow instructions
- Ability to work under pressure and handle crisis situations
- U.S. citizen and 21 years of age
- Ability to pass pre-employment drug screening
- Ability to observe and report on prisoner activity
- Ability to work independently
- No felony convictions
- Ability to stand continuously for 2 or more hours
- Willingness to work nights, weekends, holidays and overtime
- Training in criminal justice, police science or criminology
- Ability to apply force to maintain discipline
- Ability to pass a pre-employment medical exam
- Ability to pass a physical performance test
- Ability to pass pre-employment written and/or oral exams
- Willingness to work with close supervision

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Deputy Sheriff, Training Officer, Senior Probation Officer, Counselor, Watch Captain, Sergeant, Lieutenant, Associate Warden.

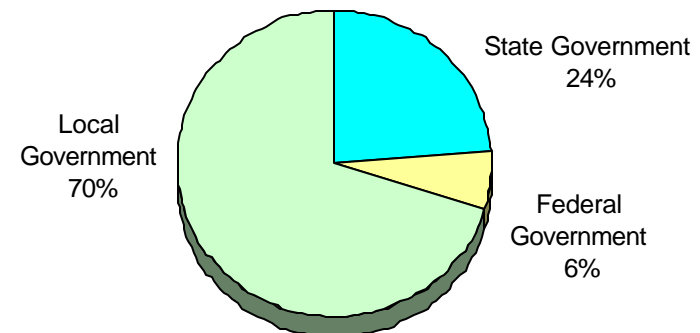
Nontraditional Occupation: Yes.
25% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: Yes. 80% of employers and 99% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	40%	40%	20%
Dental Insurance:	40%	40%	20%
Vision Insurance:	40%	40%	20%
Life Insurance:	40%	40%	20%
Paid Sick Leave:	60%	40%	0%
Paid Vacation:	60%	40%	0%
Retirement Plan:	40%	60%	0%
Child Care	0%	20%	0%

Other employer specified: 401-K Plan, Uniform Allowance, Overtime Pay, Annual Bonus

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, walk-in applicants, internet.

Others include: Job postings, hotline, state government recruitment.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Correction Officers and Jailers**

*Experienced applicants: **Very competitive job search***

*Inexperienced applicants: **Very competitive job search***

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (96%) Correction Officers and Jailers work full-time, 42 hours per week. A few (4%) work on a temporary or on-call basis, 40 hours per week.

Shifts: All employers (100%) report having day, swing and graveyard shifts.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$8.17 \$11.07 - 14.94	\$8.17 \$12.24
New Hires, With Experience: Union:	\$10.12 \$11.07 - 14.94	\$10.12 \$14.21
After Three Years With the Firm: Union:	\$12.24 \$12.20 - 20.02	\$12.24 \$15.70

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 500

Separations to 2004: 240

*Total Openings: 740

New Job Growth Rate: 23.5%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

5 employers provided data to develop this profile.

3 project employment to remain stable, 1 expects employment to grow; and 1 expects employment to decline over the next two years.

Education / Training Providers: See Appendix A, page 208

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CUSTOMER SERVICE REPRESENTATIVES

553350998

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer needs to technical staff.

Alternate Job Titles: Customer Service Agents, Customer Service Support Technicians, Technical Support Systems Specialists

Related DOT Codes: 205.362-026, 238.367-026, 239.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have a high school diploma or a bachelor degree. A few have some college (but not necessarily a degree).

Training: Many firms never allow training to substitute for work experience. Employers prefer applicants with word processing, spreadsheet and Internet software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 6 months - 2 years experience as a Retail Sales Clerk, Customer Service Representative or Sales and Marketing Representative.

Skills rated "very important":

- Oral communication skills
- Interpersonal skills
- Ability to deal with angry customers
- Ability to resolve customer complaints
- Ability to read and follow instructions
- Telephone answering skills
- Ability to operate a computer
- Customer service skills
- Ability to work independently
- Willingness to work nights weekends and holidays
- Ability to explain technical material over the phone
- Record keeping skills
- Ability to read and interpret technical manuals
- Willingness to work with close supervision
- Basic math skills
- Troubleshooting skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Customer Service Representative, Supervisor, Manager, and Sales or Marketing Representative.

Nontraditional Occupation: No.
53% of workers in survey responses were female.

Turnover: Moderately high, 29% in the past 12 months.

Unionization: Yes. 5% of employers and 14% of employees were unionized.

WHERE THE JOBS ARE

Industry -

Jobs can be found in all industries both public and private such as:

- Airlines
- Banks and Credit Unions
- Escrow Companies
- Insurance Companies
- Major Retail and Wholesale Companies
- Manufacturing Companies
- Software & Hardware Developers
- Staffing Agencies
- Utility Companies

FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part -Time
Medical Insurance:	100%	21%
Dental Insurance:	89%	21%
Vision Insurance:	53%	11%
Life Insurance:	95%	16%
Paid Sick Leave:	95%	21%
Paid Vacation:	100%	21%
Retirement Plan:	84%	16%
Child Care:	5%	5%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, unsolicited applicants, in-house promotion or transfer, Internet, career fairs, and private travel schools.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Customer Service Representatives**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Customer Service Representatives work full-time, 40 hours per week. A few work part-time, 26 hours per week. A few also work on a temporary or on-call basis, 32 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 17.25	\$8.00
New Hires, With Experience:	\$7.25 - 20.50	\$9.50
After Three Years With the Firm:	\$8.00 - 27.50	\$11.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

19 employers provided data to develop this profile.

10 project employment to grow and 9 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 208

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DATA BASE ADMINISTRATORS

OES 251030

Data Base Administrators coordinate physical changes to computer data bases and code, test, and implement the data base applying knowledge of data base management systems. May design logical and physical data bases and coordinate data base development as part of a project team.

Alternate Job Titles: Data Processing Consultants, Computer Specialists, Computer Systems Administrator, Data Resource Specialist, Systems Analyst, Computer Information Specialist.

Related DOT Codes: 039.162-010, 039.162-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most firms (56%) require a bachelor degree. Many (44%) require an associate degree.

Training: All firms (100%) do not allow training to substitute for work experience. A few (6%) require vocational training. Employers prefer applicants with database, word processing, and spreadsheet computer software skills. Employers reported using Filemaker Pro, Informix, Oracle, MS Access and other SQL database software.

Experience: Almost all firms (94%) require 1- 5 years related work experience or 1 - 2 years experience in Programming or as a Networking/Systems Analyst or Electronic Program Specialist. Responding employers report rarely hiring inexperienced applicants.

Skills rated "very important":

Knowledge of data base management
Ability to work under pressure
Detail oriented
Ability to think logically
Problem solving skills
Ability to work independently
Ability to read and follow instructions
Analytical skills
Ability to work as part of a team
Oral communication skills
Knowledge of computer hardware and software systems
Ability to concentrate for long periods of time
Computer programming skills
Ability to sit for long periods of time
Continuous learning

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Computer Support Specialist, Data Resource Manager, Senior Administrator, Data Base Manager/Director, Database Analyst, Systems Analyst.

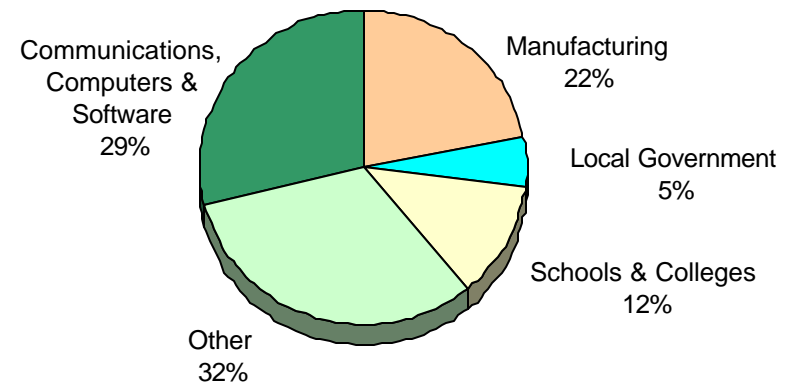
Nontraditional Occupation: No.
42% of workers in survey responses were female.

Turnover: Moderate, 14% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>
Medical Insurance:	44%	50%
Dental Insurance:	31%	56%
Vision Insurance:	19%	25%
Life Insurance:	44%	31%
Paid Sick Leave:	69%	19%
Paid Vacation:	75%	19%
Retirement Plan:	63%	19%
Child Care	6%	0%

Other employer specified: 401-K Plan, Cafeteria Plan, Stock Options, Deferred Compensation Plan, Disability Insurance, Profit Sharing

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, internet.

Others include: Colleges and universities, in-house promotions or transfer, job fairs, San Diego Career Center Network.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Data Base Administrators**

Experienced applicants: **No competition in job search**

Inexperienced applicants: **Very competitive job market**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: All (100%) Data Base Administrators work full-time, 42 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.42	\$13.42
New Hires, With Experience:	\$12.79 - 21.58	\$15.79
After Three Years With the Firm:	\$16.78 - 28.33	\$20.78

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 330

Separations to 2004: 120

*Total Openings: 450

New Job Growth Rate: 46.5%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

9 project employment to remain stable and 7 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 208

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DENTAL HYGIENISTS

OES 329080

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

Alternate Job Titles: Registered Dental Hygienist, Board Certified Dental Hygienist

Related DOT Codes: 078.361-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a bachelor degree. A few have an associate degree.

Training: Many firms usually allow training to substitute for work related experience. Employers prefer applicants with 2 - 4 years of training and the required Dental Hygienist License from the State Board of Dental Examiners.

Experience: Many firms always require related work experience. They prefer to hire applicants with 1 - 2 years experience as a Dental Hygienist.

Skills rated "very important":

- Possession of a State Dental Hygienist License
- Oral communication skills
- Knowledge of clinical procedures
- Public contact and customer service skills
- Radiation safety certificate
- Ability to write legibly
- Knowledge of anesthesiology
- Ability to work independently
- Record keeping skills
- Ability to work on a team

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Dentist with additional education.

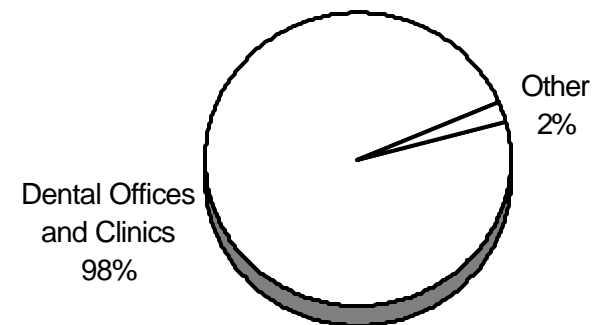
Nontraditional Occupation: No.
93% of workers in survey responses were female.

Turnover: Moderate, 15% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	92%
Dental Insurance:	92%
Vision Insurance:	25%
Life Insurance:	33%
Paid Sick Leave:	67%
Paid Vacation:	75%
Retirement Plan:	25%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, unsolicited applicants, employee referrals, other dental offices.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Dental Hygienists**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

HOURS AND WAGES

Average Weekly Hours: Many work part-time 20 hours per week. Some Dental Hygienists work full-time, 39 hours per week.

Hourly Wages	Range *	Median *
New Hires, No Experience:	\$25.00 - \$30.00	\$30.00
New Hires, With Experience:	\$30.00 - \$32.00	\$30.50
After Three Years With the Firm:	\$30.00 - \$32.00	\$31.00

* The wages above are typically paid on a per day basis according to industry trends.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 330

Separations to 2004: 300

*Total Openings: 630

New Job Growth Rate: 24.3%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 210

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DIETETIC TECHNICIANS

OES 325230

Dietetic Technicians provide service in assigned areas of food service management. They teach principles of food and nutrition and provide dietary counseling under direction of Dietitians.

Alternate Job Titles: Dietary Assistants, Nutrition Assistants

Related DOT Codes: 077.124-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have an associate degree. Some have completed college courses, (but not necessarily obtained a degree).

Training: Many firms usually allow training to substitute for work experience. Employers prefer applicants with an associate degree and have passed the National Dietetic Technicians registration exam administered by the American Dietetic Association resulting in a Dietetic Technician Registered (DTR) and have word processing and database software skills.

Experience: Many firms sometimes require related work experience. They prefer applicants with 6 - 12 months experience as a Dietetic Technician/Aide or Assistant, Nutrition Assistant or Food Service Worker.

Skills rated "very important":

- Oral communication skills
- Read and follow instructions
- Ability to write legibly
- Knowledge of sanitary and safety procedures
- Ability to conduct dietary research
- Basic math and record keeping skills
- Ability to work independently
- Ability to modify menus because of dietary restrictions
- Knowledge of good diet and nutrition
- Knowledge of food science and food service management
- Ability to supervise meal preparation
- Ability to teach principles of food and nutrition
- Ability to evaluate dietary history
- Ability to plan menus and nutritional programs
- Knowledge of vitamin supplements
- Counseling, interpersonal and customer service skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Diet Assistant II, III, Nutritionist, Nutrition Supervisor, and Food Service Director.

Nontraditional Occupation: No.
70% of workers in survey responses were female.

Turnover: Moderately high, 22% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE:

- Hospitals
- Medical Clinics
- Nursing Care Facilities
- Nutritional Consultants

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	100%	7%
Dental Insurance:	100%	7%
Vision Insurance:	87%	7%
Life Insurance:	93%	---
Paid Sick Leave:	87%	---
Paid Vacation:	93%	---
Retirement Plan:	60%	---
Childcare:	7%	---
Other: 401-K Plan		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Public school or program referrals, newspaper advertisements, in-house promotion or transfer, unsolicited applicants, and local dietetic association.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Dietetic Technicians**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Dietetic Technicians work full-time, 40 hours per week. A few work part-time, 23 hours per week or on a temporary or on-call basis, 17 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 13.50	\$10.00
New Hires, With Experience:	\$6.00 - 14.50	\$11.00
After Three Years With the Firm:	\$9.00 - 15.25	\$13.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662
OES Growth Projections: New jobs through 2004: 30
Separations to 2004: 30
 *Total Openings: 50

New Job Growth Rate: 12.5%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

12 expect employment to remain stable and 5 project employment to grow over the next three years.

Education / Training Providers: See Appendix A, page 210

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

EDUCATION ADMINISTRATORS

OES 150050

Education Administrators plan, organize, direct, control or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary or elementary schools. This includes administrators of separate training and instructional organizations (or programs) in private business or other agencies.

Alternate Job Titles: Principal / Assistant Principal, Vocational Education Coordinators, Director of Education, Vice President of Academic Affairs, Employment and Training Director

Related DOT Codes: 091.107-101, 097.167-010, 099.117-018, 099.117-030

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree. Many have completed graduate studies.

Training: Most firms never allow training to substitute for work experience. Employers prefer applicants with an educational administrative services credential and word processing, spreadsheet and database computer software skills.

Experience: Almost all firms always require related work experience. They prefer applicants with 1 - 4 years experience as a Education Administrator or Instructor.

Skills rated "very important":

- Ability to develop academic policies
- Ability to evaluate academic programs
- Oral communication and verbal presentation skills
- Interpersonal skills
- Staff supervision and evaluation skills
- Ability to motivate teachers and other staff
- Ability to coordinate activities of school faculty
- Ability to work under pressure
- Management and leadership skills
- Knowledge of funding sources and grant writing skills
- Ability to set curriculum standards
- Ability to prepare budgets
- Ability to manage school-community relations
- Ability to oversee career counseling programs
- Ability to use computers
- Knowledge of various cultural backgrounds
- Knowledge of computerized accounting

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: School Director, Assistant Superintendent, and Chief Operating Officer.

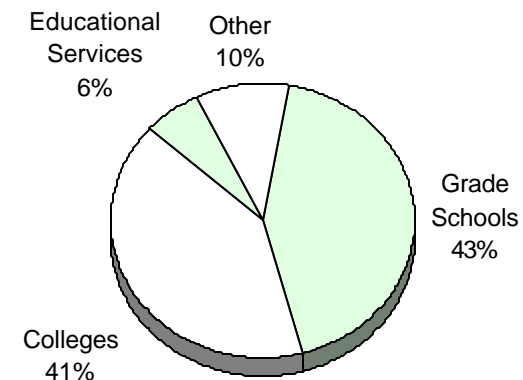
Nontraditional Occupation: No.
47% of workers in survey responses were female.

Turnover: Moderately low, 10% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	93%	7%
Dental Insurance:	87%	--
Vision Insurance:	60%	--
Life Insurance:	67%	--
Paid Sick Leave:	100%	7%
Paid Vacation:	87%	7%
Retirement Plan:	80%	7%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, Employment Development Department, private employment agency, professional associations, and industry publications and newsletters.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Education Administrators**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Education Administrators work full-time, 40 hours per week. A few work part-time, 16 hours per week or on a temporary or on-call basis, 15 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.50 - 32.75	\$13.70
New Hires, With Experience:	\$12.00 - 40.00	\$15.98
After Three Years With the Firm:	\$13.00 - 42.50	\$19.18

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323
OES Growth Projections: New jobs through 2004: 430
Separations to 2004: 1,230
 *Total Openings: 1,660

New Job Growth Rate: 12.6%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.*
 8 project employment to grow and 7 expect employment to remain stable over the next three years.

*No responses were obtained from four-year Universities or Colleges, SIC 8221, and are not part of this analysis.

Education / Training Providers: See Appendix A, page 210

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS and TECHNOLOGISTS OES 225050

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair and modify developmental, experimental or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. This does not include workers who only repair electronic equipment.

Alternate Job Titles: Engineering Technicians, Production Line Manufacturing Technicians, Test Technicians, Quality Control/Assurance Technicians

Related DOT Codes: 003.161-010, 003.161-014, 003.261-010, 019.281-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have an associate degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with an Electronics Technician Certificate and have word processing, spreadsheet and database software skills.

Experience: Most firms always require related work experience. They prefer applicants with 2 - 3 years experience as a Engineering Technician, Electrical Laboratory Technician, Quality Control Technician or Test Technician.

Skills rated "very important":

- Troubleshooting skills
- Ability to apply principles of electrical and electronic theory
- Ability to operate electrical and electronics testing equipment
- Ability to read and follow instructions
- Ability to work independently
- Ability to read technical manuals
- Ability to work as part of a team
- Ability to read schematics
- Analytical skills
- Detail oriented
- Oral communication skills
- Ability to write testing programs
- Good hand eye coordination and good color vision
- CAD drafting skills
- Knowledge of production assembly

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Electronic Technician, Lead Technician, and Department Supervisor/Manager.

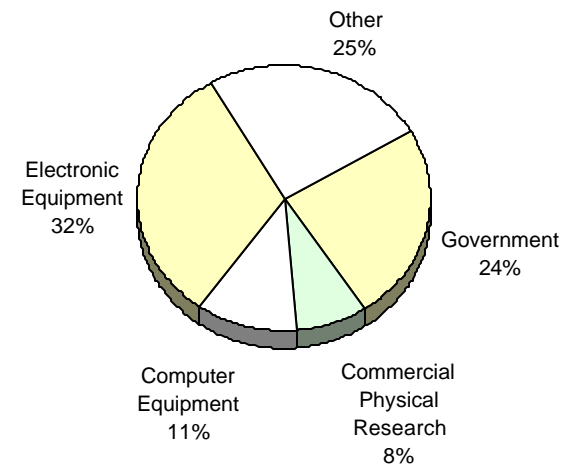
Nontraditional Occupation: Yes.
6% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	93%
Dental Insurance:	80%
Vision Insurance:	80%
Life Insurance:	80%
Paid Sick Leave:	80%
Paid Vacation:	80%
Retirement Plan:	80%
Child Care:	20%
Other: 401-K Plan, Tuition Reimbursement	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, public school or program referrals, private employment agencies, Employment Development Department, job fairs, and San Diego Career Center Network.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Electrical and Electronic Engineering Technicians**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Electrical and Electronic Engineering Technicians work full-time, 40 hours per week. A few work on a temporary or on call basis, 41 hours per week or on a seasonal basis, 25 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.50 - 14.00	\$12.00
New Hires, With Experience:	\$12.25 - 17.00	\$14.38
After Three Years With the Firm:	\$16.00 - 22.00	\$18.70

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 970

Separations to 2004: 1,190

*Total Openings: 2,160

New Job Growth Rate: 16.0%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

9 project employment to grow and 6 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 211

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRICAL AND ELECTRONIC ENGINEERS

OES 221260

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. This category does not include Sales Engineers.

Alternate Job Titles: Systems Engineers, Design / Hardware Engineers, Component Test Engineers, Automation Engineers, Product Engineers, Process Engineers

Related DOT Codes: 003.061-010, 003.061-014, 003.061-018, 003.061-030, 003.061-034, 003.061-038

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree. Those employers responding preferred those with a degree in electrical or electronic engineering.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with word processing, spreadsheet, database and Internet software skills.

Experience: Most firms always require related work experience. They prefer applicants with 2 - 5 years experience as an Electrical or Electronic Engineer, Design Engineer or Associate Engineer.

Skills rated "very important":

- Understanding of electrical systems design
- Embedded systems digital and analog circuitry design skills
- CAD drafting skills
- Ability to design and test electrical components
- Analytical skills
- Detail oriented
- Ability to work independently
- Ability to work as part of a team
- Ability to perform advanced mathematical computations
- Oral communication skills
- Ability to write technical material
- Troubleshooting skills
- Ability to estimate time and cost of engineering projects
- Software programming skills
- Hardware design skills
- Ability to read schematics and blueprints

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Project Supervisor/Manager, Senior Engineer, and Design Manager.

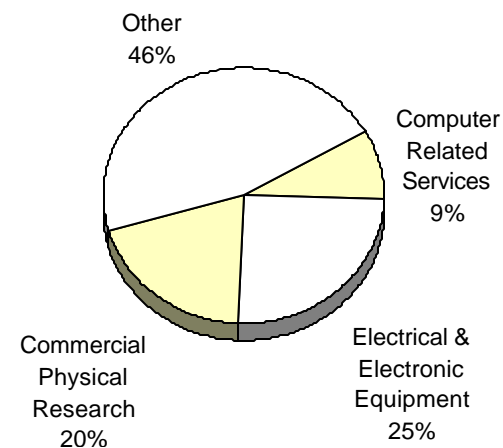
Nontraditional Occupation: Yes.
5% of workers in survey responses were female.

Turnover: Moderately low, 7% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	93%
Dental Insurance:	87%
Vision Insurance:	73%
Life Insurance:	87%
Paid Sick Leave:	80%
Paid Vacation:	87%
Retirement Plan:	73%
Child Care:	13%
Other: 401-K Plan, Profit Sharing, Tuition Reimbursement, Short and Long Term Disability	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, private employment agency, newspaper advertisements, unsolicited applicants, in-house promotion or transfer, public school or program referrals, Internet, and San Diego Career Center Network.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Electrical and Electronic Engineers**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Electrical and Electronic Engineers work full-time, 41 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$15.00 - 21.00	\$17.35
New Hires, With Experience:	\$18.25 - 24.00	\$21.58
After Three Years With the Firm:	\$21.50 - 38.25	\$24.93

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 1,740
Separations to 2004: 1,310
 *Total Openings: 2,860

New Job Growth Rate: 26.0%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

9 project employment to grow, 5 expect employment to remain stable and 1 expects employment to decline over the next three years.

Education / Training Providers: See Appendix A, page 211

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRICAL and ELECTRONIC ASSEMBLERS

OES 939050

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wiremen, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers and Electrical and Electronic Subassemblers.

Alternate Job Titles: Electronics Solderer, Electronics Board Assemblers, Circuit Board Assembler

Related DOT Codes: 721.484-010, 726.261-010, 726.684-014, 726.684-018, 729.384-026, 729.684-022

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a high school diploma or equivalent. A few have an associate degree or some college (but not necessarily a degree).

Training: Some firms usually allow training to substitute for work related experience. Employers prefer applicants with 3 - 12 months training in soldering, electronics assembly or reading schematics.

Experience: Many firms usually require related work experience. They prefer to hire applicants with 6 - 18 months experience as a solderer or electronics assembler.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to do precision work
- Manual dexterity
- Soldering skills
- Ability to use hand tools
- Ability to do repetitive work
- Good eyesight and color vision
- Knowledge of electrical specifications
- Ability to work on a team
- Oral communication skills
- Ability to use measuring instruments
- Ability to use testing equipment
- Ability to concentrate for long periods of time
- Ability to work with a microscope

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Assembler, Supervisor, Quality Control Technician.

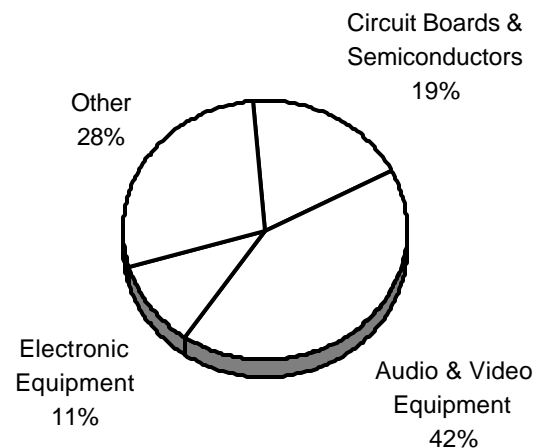
Nontraditional Occupation: No.
55% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	93%
Dental Insurance:	71%
Vision Insurance:	43%
Life Insurance:	57%
Paid Sick Leave:	71%
Paid Vacation:	79%
Retirement Plan:	50%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referral, employment agency, in-house promotion or transfer, newspaper advertisements, unsolicited applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Electrical and Electronic Assemblers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Electrical and Electronic Assemblers work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.50 - 8.00	\$6.25
New Hires, With Experience:	\$6.00 - 12.50	\$8.50
After Three Years With the Firm:	\$7.50 - 18.00	\$10.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 1,240

Separations to 2004: 790

*Total Openings: 2,030

New Job Growth Rate: 25.7%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 211

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRERS

OES 857110

Electric Home Appliance and Power Tool Repairers repair, adjust and install all types of electric household appliances, such as refrigerators, washing machines, dishwashers, vacuum cleaners, room air conditioners, and small appliances, including toasters, mixers and food processors. This includes repairers of electrical hand and bench tools, such as lathes, drills, saws, grinders and polishers.

Alternate Job Titles: Appliance Repair Technicians, Sewing Machine Technicians

Related DOT Codes: 723.381-010, 723.584-010, 827.261-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (93%) require a high school diploma or equivalent. A few (7%) require less than a high school education.

Training: Few firms (7%) allow training to substitute for work experience. Some firms (20%) require technical training and a few (20%) employers provide apprenticeship programs lasting one to four years.

Experience: Most firms (60%) require up to 3 years related work experience. All firms (100%) do not accept other occupational experience.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to follow safety precautions
- Ability to use small hand tools
- Familiarity with home appliances: (Washer, dryer, refrigerator, vacuum, microwave oven, sewing machine)
- Troubleshooting skills
- Ability to work independently
- Ability to do cost estimates, prepare bills and collect payment
- Oral communication skills
- Ability to read and interpret service manuals and schematics
- Ability to provide own tools
- Ability to use small power tools
- Possession of a reliable vehicle and drivers license
- Physical strength
- Mechanical and electrical aptitude
- Honesty and ethics

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Shop Supervisor

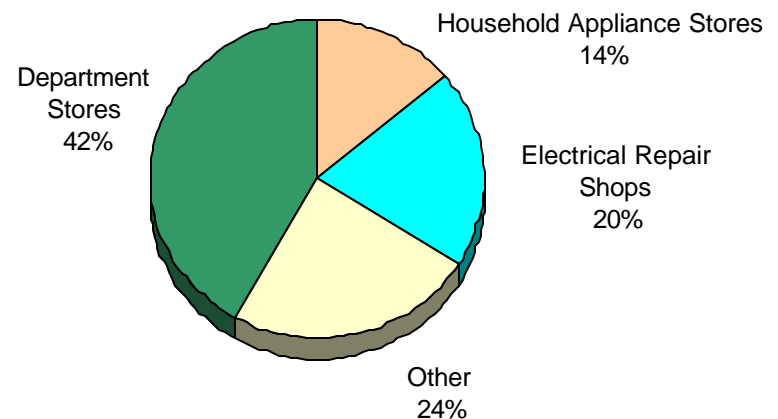
Nontraditional Occupation: Yes.
3% of workers in survey responses were female.

Turnover: Moderately low, 9% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	27%	20%	47%
Dental Insurance:	13%	13%	67%
Vision Insurance:	13%	13%	67%
Life Insurance:	7%	7%	80%
Paid Sick Leave:	53%	0%	40%
Paid Vacation:	60%	0%	33%
Retirement Plan:	13%	0%	80%
Child Care	0%	0%	93%

Other employer specified: Company Provided Uniforms, Paid Holidays

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, walk-in applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Electric Home Appliance Repairers**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (92%) Electric Home Appliance and Power Tool Repairers work full-time, 40 hours per week. A few (8%) work part-time, 18 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.50 - 12.00	\$10.00
With Commissions:	\$7.50 - 12.00	\$12.00
New Hires, With Experience:	\$5.75 - 14.00	\$11.00
With Commissions:	\$9.00 - 18.00	\$12.50
After Three Years With the Firm:	\$5.75 - 16.00	\$14.00
With Commissions:	\$11.00 - 25.00	\$17.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - less than 1,662

OES Growth Projections: New jobs through 2004: 30

Separations to 2004: 30

*Total Openings: 60

New Job Growth Rate: 21.4%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

13 project employment to remain stable and 2 expect employment to grow over the next two years.

Education / Training Providers: No formal education or training program for this occupation.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

EMPLOYMENT INTERVIEWERS - Private or Public Employment Service OES 215080

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers and contact employers to verify referral results and record data.

Alternate Job Titles: Staffing Specialist / Coordinator, Placement Specialist, Technical Recruiter, Case Manager

Related DOT Codes: 166.267-010, 205.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree). Some have a bachelor degree and a few have an associate degree.

Training: Most firms allow training to substitute for work experience. Employers prefer applicants with word processing, database and spreadsheet software skills. Some employers provide in-house training.

Experience: Many firms usually require related work experience. They prefer applicants with 1 - 2 years experience as recruiters, human resources specialists or customer service representatives.

Skills rated "very important":

- Oral communication skills
- Public contact skills
- Ability to work under pressure
- Interviewing skills
- Ability to exercise tact in dealing with others
- Customer service skills
- Ability to evaluate employment skills
- Ability to solve problems
- Computer and Internet skills
- Ability to write effectively
- Record keeping skills
- Training to service the disabled
- Patience
- Cultural diversity training
- Organizational skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Supervisor, Sales Manager, Office / Branch Manager

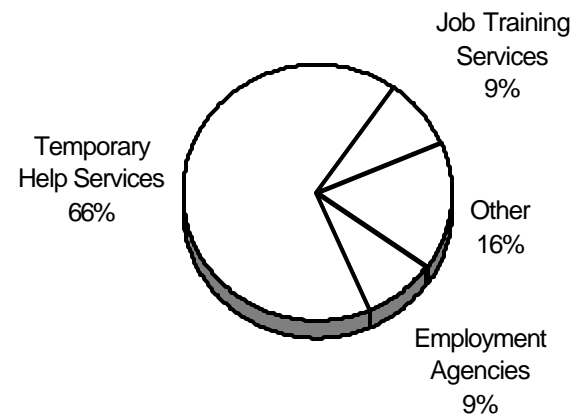
Nontraditional Occupation: No.
62% of workers in survey responses were female.

Turnover: High, 47% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	100%	7%
Dental Insurance:	93%	7%
Vision Insurance:	60%	0%
Life Insurance:	87%	7%
Paid Sick Leave:	93%	7%
Paid Vacation:	100%	7%
Retirement Plan:	67%	7%
Child Care:	13%	7%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, newspaper advertisements, employee referral, unsolicited applicants, public school or program referrals, Employment Development Department.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Employment Interviewers**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Employment Interviewers work full-time, 43 hours per week. Some work part-time, 25 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.50 - 12.50	\$9.50
New Hires, With Experience:	\$8.00 - 14.50	\$11.00
After Three Years With the Firm:	\$10.00 - 16.75	\$12.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 150

Separations to 2004: 140

*Total Openings: 290

New Job Growth Rate: 23.1%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training: No formal education / training program for this occupation.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FINANCIAL PLANNERS

430142999

Financial Planners develop and implement financial and/or estate plans for individuals and organizations utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. They interview clients to determine their financial resources and goals. After analysis of data, they prepare financial and/or estate plans and discuss options with clients. They may also buy and sell securities and other financial products for clients.

Alternate Job Titles: Investment Representative, Financial Advisor, Certified Financial Planner (CFP), Financial Consultant, Personal Financial Analyst

Related DOT Codes: 250.257-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have some college (but not necessarily a degree).

Training: Many firms usually allow training to substitute for work experience. Employers prefer applicants with an NASD License, Life Insurance License or Certified Financial Planner designation and have word processing, spreadsheet database and Internet software skills. Those employed as agents of a securities broker-dealer must pass the Uniform Securities Agent Law Exam, Series 63, administered by the National Association of Securities Dealers, Inc.

Experience: Many firms usually require related work experience. They prefer applicants with 2 - 3 years experience in insurance, securities or financial products sales and/or services.

Skills rated "very important":

Interpersonal and customer service skills
 Ability to counsel clients as to financial options
 Oral communication skills
 Ability to assist clients in financial planning / budgeting
 Knowledge of securities, insurance, retirement pension and estate plans
 Ability to read financial statements
 Ability to interview and analyze client financial status
 Knowledge of tax and investment strategies
 Understanding of regulations affecting financial institutions
 Ability to obtain a securities and / or insurance license
 Ability and willingness to build a client base
 Willingness to work long hours
 Telephone answering skills, good listener
 Knowledge of financial planning software
 Ability to apply securities sales techniques
 Ability to use the internet and on-line databases
 Record keeping skills and confidentiality of records
 Self motivated, honest, ethical, high integrity

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Sales / Branch Manager, Associate Manager, Regional Sales Manager, and Senior Associate.

Nontraditional Occupation: Yes.
 19% of workers in survey responses were female.

Turnover: Moderate, 13% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry -

Banks and Saving Institutions
 Benefits & Financial Planning Consulting Firms
 Insurance Agents and Brokers
 Investment Research Firms
 Money Management Firms
 Securities and Brokerage Firms

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	82%
Vision Insurance:	82%
Life Insurance:	82%
Paid Sick Leave:	82%
Paid Vacation:	82%
Retirement Plan:	73%
Child Care:	9%
Other: 401- K plan, Profit Sharing	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, unsolicited applicants, and in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Financial Planners**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Many Financial Planners work full-time, 46 hours per week. Many others work part-time, 19 hours per week.

Hourly Wages	Range *	Median *
New Hires, No Experience:	\$7.25 - 23.50	\$12.79
New Hires, With Experience:	\$12.00 - 34.25	\$21.31
After Three Years With the Firm:	\$21.25 - 43.25	\$28.77

*Combined wages and commissions

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

10 project employment to grow and 5 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 211

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FIRST LINE SUPERVISORS and MANAGERS/SUPERVISORS - PRODUCTION & OPERATING WORKERS OES 810080

First Line Supervisors and Managers/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators or plant and system operators. Managers/ Supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing and personnel work. In addition they may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

Alternate Job Titles: Team Coaches, Group Leaders, Pre-press Production Supervisors

Related DOT Codes: 539.137-014, 699.130-010, 726.130-010, 806.131-042, 979.131-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a bachelor degree. Few have either some college (but not necessarily a degree) or an associate degree.

Training: Almost all firms never allow training to substitute for work experience. Employers usually train and promote from within the company after on-the-job training. Employers prefer applicants with word processing, spreadsheet, database, desktop publishing software skills.

Experience: Many firms always require related work experience. They prefer to hire applicants with 2 - 5 years experience as a manufacturing supervisor or manager.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Interpersonal skills
- Ability to motivate employees
- Organizational skills
- Ability to plan and direct production activities
- Ability to handle a variety of tasks
- Knowledge of production methods and procedures
- Ability to hire and train staff
- Business math skills
- Ability to establish quality control standards
- Ability to coordinate activities with other departments
- Ability to solve employee grievances
- Ability to write reports
- Knowledge of inventory control techniques
- Ability to meet deadlines
- Statistical analysis

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Plant Supervisor, Plant Manager.

Nontraditional Occupation: No.
32% of workers in survey responses were female.

Turnover: Moderately low, 8% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

- Aircraft Parts and Equipment
- Clothing and Apparel Production
- Electronic Component Production
- Electronic Equipment Manufacturing
- Industrial Equipment Manufacturing
- Medical Instrument Manufacturing
- Publications and Commercial Printing
- Radio & Television Equipment
- Ship Building and Repair
- Sporting and Athletic Goods

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	81%
Life Insurance:	81%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	69%
Other: 401-K Plan, Profit Sharing, Stock Options, Educational Reimbursement	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, newspaper advertisements, web site and internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Production Supervisor / Manager**
Experienced applicants: **Competitive**
Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All Production Supervisor / Managers work full-time, 43 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.50 - 20.25	\$14.00
New Hires, With Experience:	\$9.00 - 26.25	\$15.25
After Three Years With the Firm:	\$11.00 - 32.25	\$17.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202
OES Growth Projections: New jobs through 2004: 490
Separations to 2004: 630
 *Total Openings: 1,120

New Job Growth Rate: 13.5%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training: No formal education or training program for this occupation.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FOOD SERVICE MANAGERS

OES 150261

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. This includes Food and Beverage Directors.

Alternate Job Titles: Food Service Director, Food and Beverage Manager, Distribution Manager, Food Service Supervisor, Restaurant Supervisor/Manager

Related DOT Codes: 185.137-010, 187.167-026, 187.167-106, 187.167-206, 319.137-018

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a high school diploma or equivalent and some have a bachelor degree.

Training: Many firms never allow training to substitute for work experience. Most employers require applicants to possess a food handlers card and have spreadsheet, word processing, and database computer software skills.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years experience as a Food Services Manager or Restaurant Manager.

Skills rated "very important":

- Public contact and customer service skills
- Ability to work independently
- Ability to read and follow instructions
- Ability to work under pressure
- Oral communication skills
- Ability to motivate employees
- Ability to manage an activity or department
- Time management skills
- Ability to be a team leader
- Well groomed
- Willingness to work nights, weekends and holidays
- Ability to hire and train personnel
- Record keeping skills
- Understanding of inventory techniques and purchasing procedures
- Computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Restaurant Manager, and General Manager.

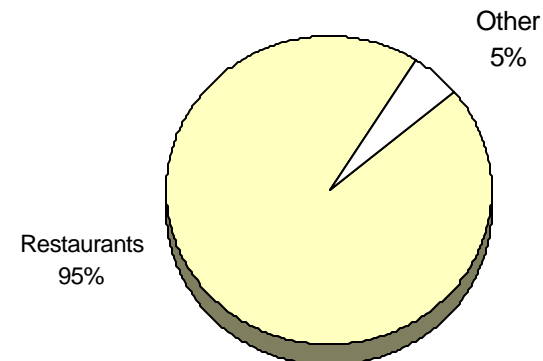
Nontraditional Occupation: No.
46% of workers in survey responses were female.

Turnover: Moderate, 18% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	94%
Dental Insurance:	94%
Vision Insurance:	69%
Life Insurance:	75%
Paid Sick Leave:	75%
Paid Vacation:	81%
Retirement Plan:	56%
Other: 401-K Plan, Performance Bonus	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, public school or program referral, and trade shows.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Food Service Managers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Food Service Managers work full-time, 46 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.75 - 13.75	\$10.23
New Hires, With Experience:	\$9.50 - 14.75	\$11.99
After Three Years With the Firm:	\$11.50 - 17.25	\$14.58

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 1,250

Separations to 2004: 740

*Total Openings: 1,990

New Job Growth Rate: 27.8%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

13 expect employment to remain stable, 3 project employment to grow and 1 expects employment to decline over the next three years.

Education / Training Providers: See Appendix A, page 212

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

GENERAL OFFICE CLERKS

OES 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation and filing. Does not include workers whose duties are narrowly defined.

Alternate Job Titles: Office Clerks, Office Assistants

Related DOT Codes: 209.562-010, 219.362-010, 245.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have a high school diploma or equivalent, or some college (but not necessarily a degree).

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 year of training for a typing certificate and operation of office equipment. Employers prefer applicants with word processing, database and spreadsheet software skills.

Experience: Some firms sometimes require related work experience. They prefer to hire applicants with one year experience as a receptionist or clerical assistant.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Ability to operate office machines
- English, grammar, spelling, punctuation skills
- Problem solving skills
- Alphabetic and numerical filing skills
- Ability to work under pressure
- Telephone answering skills
- Public contact skills
- Ability to do basic math
- Computer and typing skills
- Customer service skills
- Ability to keep accurate notes and records
- Ability to meet deadlines
- Ability to work well with others

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Administrative Secretary, Senior Office Clerk / Specialist

Nontraditional Occupation: No.
87% of workers in survey responses were female.

Turnover: High, 31% in the past 12 months.

Unionization: Yes. 13% of employers and 19% of employees surveyed.

WHERE THE JOBS ARE

- Business Services
- Civic and Social Organizations
- Government Agencies
- Hospitals & Medical Offices
- Legal Services
- Retail Stores
- Schools and Colleges

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	94%
Vision Insurance:	69%
Life Insurance:	81%
Paid Sick Leave:	75%
Paid Vacation:	88%
Retirement Plan:	69%
Child Care:	6%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper Advertisements, in-house promotion or transfer, employee referrals, unsolicited applicants, public school or program referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **General Office Clerks**
Experienced applicants: **Competitive**
Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many General Office Clerks work full-time, 40 hours per week. Some work part-time, 25 hours per week or on a temporary or on-call basis basis, 28 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.25 - 10.75	\$7.25
New Hires, With Experience:	\$5.25 - 10.75	\$8.25
After Three Years With the Firm:	\$7.00 - 11.75	\$9.50

*Includes union and non-union wages.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 3,590
Separations to 2004: 5,080
 *Total Openings: 8,670

New Job Growth Rate: 12.1%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 212

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

GRAPHIC ARTISTS

No OES Code

Graphic Artists draw or paint illustrations for use by various media to explain or adorn printed or spoken word. They study layouts or sketches of proposed illustrations and related materials to become familiar with assignment. They determine style, technique and medium best suited to produce desired effects and conform with reproduction requirements. They formulate a concept and render illustration and detail from models, sketches, memory and imagination. May discuss illustrations at various stages of completion and make changes as necessary. May select type, draw lettering and lay out material. May draw or paint graphic material and lettering to be used for title, background, screen advertising, commercial logo and other visual layouts for motion picture production and television programming.

Alternate Job Titles: Illustrator, Production Artist, Presentation Specialist

Related DOT Codes: 195.107-010, 195.367-034

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have an bachelor degree. Some have an associate degree or some college (but not necessarily a degree).

Training: Many firms never allow training to substitute for work experience. Employers prefer applicants with 2 years training in graphic design and in desktop publishing software skills (Adobe Illustrator, Corel Draw, PageMaker, Photoshop, Quark Express) and word processing and graphic design.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years experience as Graphic Designers, Graphic Technicians or Layout Artists.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to meet deadlines
- Ability to work independently and on a team
- Creativity
- Oral communication skills
- Customer service skills
- Ability to use computer drawing software
- Ability to do graphic design
- Artistic skills: airbrushing, drawing, painting, paste up, photo editing
- Good color vision
- Knowledge of color separation
- Photo retouching
- Interactive design
- Ability to do quality work

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Art Director, Design / Marketing Manager.

Nontraditional Occupation: No.
59% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: Yes. 5% of employers surveyed and 8% of employees.

WHERE THE JOBS ARE

- Advertising Agencies
- Cable and Television Broadcast Stations
- Colleges and Universities
- Commercial Art and Graphic Design Services
- Commercial Printers
- Manufacturing Companies
- Newspaper, Book and Periodical Publishers
- Web Site Design Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	78%
Dental Insurance:	61%
Vision Insurance:	39%
Life Insurance:	56%
Paid Sick Leave:	67%
Paid Vacation:	94%
Retirement Plan:	50%
Other: 401-K Plan, Stock Options	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, job hotline

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Graphic Artists**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Graphic Artists work full-time, 41 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.00 - 14.75	\$10.00
New Hires, With Experience:	\$8.00 - 17.25	\$11.50
After Three Years With the Firm:	\$10.00 - 22.00	\$13.00

*Union and non-union wages included.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662
OES Growth Projections: New jobs through 2004: 520
Separations to 2004: 250
 *Total Openings: 770

Openings for Graphic Artists are included in the general classification of Artists and Related Workers.

New Job Growth Rate: 35.1%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 21 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 214

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HAND PACKERS AND PACKAGERS

OES 989020

Hand Packers and Packers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

Alternate Job Titles: Packers, Shippers, Assembler Packers, Production Workers

Related DOT Codes: 529.687-022, 920.587-018, 920.687-134

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most firms (69%) require less than a high school education. Some (31%) require a high school diploma or equivalent.

Training: Some firms (25%) allow training to substitute for work experience. All firms (100%) do not require technical or vocational training.

Experience: Most firms (75%) do not require related work experience. Responding employers report rarely hiring experienced applicants.

Skills rated "very important":

- Ability to perform accurate work
- Ability to stand continuously for 2 or more hours
- Ability to work under pressure
- Ability to read and follow instructions
- Oral communication skills
- Good hand eye coordination
- Ability to work independently
- Knowledge of shipping and labeling procedures
- Ability to write legibly
- Ability to use cutting tools
- Willingness to work with close supervision
- Willingness to work nights, weekends, holidays
- Ability to read manifests
- Possession of a valid drivers license
- Knowledge of packing and wrapping procedures / materials
- Knowledge of safe working procedures
- Legal U.S. citizen or holder of green card

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Shipper, Supervisor, Checker, Driver, Sales Representative, Crew Leader, Materials Handler, Manager

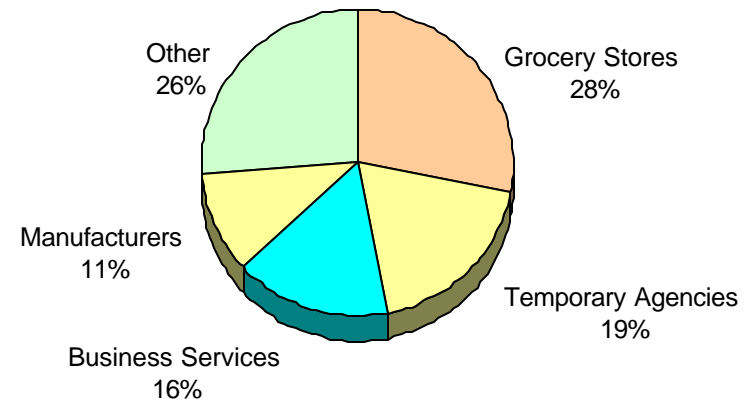
Nontraditional Occupation: No.
48% of workers in survey responses were female.

Turnover: Very low, 5% in the past 12 months. A few employers report high turnover due to the seasonal nature of their business.

Unionization: Yes. 19% of employers and 5% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	21%	21%	7%
Dental Insurance:	21%	14%	7%
Vision Insurance:	7%	21%	7%
Life Insurance:	21%	14%	0%
Paid Sick Leave:	29%	0%	0%
Paid Vacation:	43%	0%	0%
Retirement Plan:	14%	0%	21%
Child Care	0%	0%	0%

Other employer specified: 401-K Plan, Paid Holidays, Profit Sharing, Education Reimbursement,

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, walk-in applicants, newspaper advertisements.

Others include: Private employment agencies, radio advertisements.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Hand Packers and Packagers**

Experienced applicants: **Very competition job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Many (57%) Hand Packers and Packagers work on a temporary or on-call basis. A few (19%) work full-time or on a seasonal basis (18%), at 40 hours per week.

Shifts: All employers (100%) report having day shifts. Some (25%) also have swing shifts.

Hourly Wages*	Range *	Median *
New Hires, No Experience:	\$5.75 - 6.50	\$6.00
New Hires, With Experience:	\$5.75 - 8.00	\$6.50
After Three Years With the Firm:	\$6.50 - 9.50	\$7.13

*Combined union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 1,460

Separations to 2004: 1,230

*Total Openings: 2,690

New Job Growth Rate: 25.1%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

8 project employment to grow and 8 expect employment to remain stable over the next two years.

Education / Training Providers: No formal education or training program for this occupation.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HAZARDOUS MATERIALS REMOVAL WORKERS

OES 878030

Hazardous Materials Removal Workers remove, pack, transport and/or dispose of hazardous materials, including asbestos, waste fuel, contaminated soil, etc. Specialized training and certification in hazardous materials handling and/or a confined entry permit is generally required.

Alternate Job Titles: Waste Technicians, Hazardous Materials Handlers, Environmental Service Workers, Environmental Field Technicians, Chemical Logistics Operators, Shop Workers, Asbestos Abatement Workers, Hazardous Waste Technicians, Environmental Safety Technicians, Environmental Health Specialists, Hazardous Waste Handlers/Disposers

Related DOT Codes: 029.261-014, 168.267-086, 869.684-082, 955.383-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (93%) require a high school diploma or equivalent. A few (7%) require a bachelor degree.

Training: Most firms (64%) allow training to substitute for work experience. Most firms (60%) require technical training. All firms provide training and all applicants are required to take the OSHA 40 hour "Hazwopper" course and must be certified by the state before starting work. Eight hour refresher courses are provided to all Hazardous Waste Handlers annually.

Experience: Most firms (67%) do not require prior related work experience, but prefer 6 - 36 months experience as a Hazardous Materials Removal Worker. Some firms (36%) accept applicants with 9 - 24 months experience as Hazardous Waste Technicians or Field Chemists.

Skills rated "very important":

- Completion of hazardous waste handlers course
- Record keeping and documentation skills
- Ability to read and follow instructions
- Knowledge of cleanup, decontamination and disposal procedures
- Ability to apply principles of hazardous and toxic waste disposal
- Knowledge of containment procedures
- Knowledge of public health and safety procedures
- Oral communication skills
- Ability to work independently
- Interpersonal and customer service skills
- Knowledge of spill prevention procedures
- Knowledge of government rules and regulations

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Handler, Field Technician II, Foreman, Supervisor, Field Chemist, Environmental Health Supervisor, Estimator, Driver.

Nontraditional Occupation: Yes.
7% of workers in survey responses were female.

Turnover: Moderate, 14% in the past 12 months.

Unionization: Yes. 13% of employers and 6% of employees were unionized.

WHERE THE JOBS ARE

Industry

- Electronic manufacturing
- Environmental cleanup services
- Federal government (U.S. military)
- Hazardous waste handling and disposal services
- Landfill operations
- Local government
- Local ship building and repair
- Waste collection and disposal services

FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	87%	13%	0%
Dental Insurance:	53%	20%	27%
Vision Insurance:	47%	20%	33%
Life Insurance:	47%	13%	40%
Paid Sick Leave:	60%	0%	40%
Paid Vacation:	87%	0%	13%
Retirement Plan:	47%	7%	40%
Child Care	0%	0%	100%

Other employer specified: Company provided protection gear

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, walk-in applicants, newspaper advertisements.

Others include: Internet, trade journals, in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Hazardous Materials Removal Workers**

Experienced applicants: **No competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (97%) Hazardous Materials Removal Workers work full-time, 42 hours per week.

Shifts: All employers (100%) report having day shifts. A few (7%) also have swing and graveyard shifts.

Hourly Wages*	Range*	Median*
New Hires, No Experience:	\$7.50 - 14.61	\$10.00
New Hires, With Experience:	\$10.00 - 15.00	\$12.00
After Three Years With the Firm:	\$12.00 - 18.00	\$14.76

*Combined union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 90
Separations to 2004: 0
 *Total Openings: 90

New Job Growth Rate: 25.0%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

12 project employment to remain stable and 3 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 214

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS OES 859020

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

Alternate Job Titles: Heating and Air Conditioning Technicians/Mechanics, Service Technicians/Installers, Journey Level Technicians

Related DOT Codes: 637.261-014, 637.361-010, 637.381-014, 637.664-010, 827.261-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (94%) require a high school diploma or equivalent.

Training: Many firms (53%) allow technical training to substitute for work experience. Employers prefer applicants with 12 - 24 months HVAC training. Most firms (65%) require technical or vocational training. Some firms provide 3 -12 months on-the-job training and a few provide 4 year apprenticeship programs.

Experience: Many firms (59%) require 2 - 5 years related work experience. Many firms (41%) prefer but do not require related work experience. Some firms (31%) accept related occupational experience as a plumber, electrician, or air conditioning trade worker.

Skills rated "very important":

- Possession of mechanical aptitude
- Knowledge of heating, air conditioning and refrigeration systems
- Possession of a valid drivers license
- Ability to work independently
- Troubleshooting skills
- Ability to work on a team
- Knowledge of safe working practices and safety gear
- Ability to read and follow instructions
- Ability to work under pressure and meet deadlines
- Ability to use hand tools and power tools
- Oral communication skills
- Ability to work from ladders or scaffolds
- Ability to lift 50 lbs.
- Ability to read and interpret blueprints
- Knowledge of shop mathematics
- Ability to stand continuously for 2 or more hours

OCCUPATIONAL CHARACTERISTICS

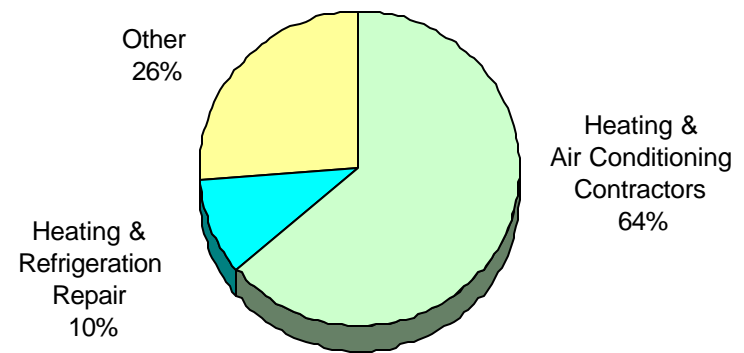
Career Ladders: Promote to: Lead Technician/Installer, Foreman, Supervising Technician, Sales/Service Manager.

Nontraditional Occupation: Yes.
3% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: Yes. 12% of employers and 11% of employees were unionized.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not provided</u>
Medical Insurance:	76%	18%	6%
Dental Insurance:	47%	12%	41%
Vision Insurance:	24%	6%	71%
Life Insurance:	41%	0%	53%
Paid Sick Leave:	47%	6%	47%
Paid Vacation:	82%	6%	6%
Retirement Plan:	24%	6%	53%
Child Care	0%	0%	100%
Other employer specified: 401-K Plan, Long Term Disability			

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, walk-in applicants.

Others include: Internet, school or program referrals, private employment agencies.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Heating, Air Conditioning, and Refrigeration Mechanics**

Experienced applicants: **No competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (98%) Heating, Air Conditioning, and Refrigeration Mechanics work full-time, 41 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages *	Range *	Median *
New Hires, No Experience:	\$8.00 - 9.59	\$8.25
New Hires, With Experience:	\$10.00 - 17.98	\$13.00
After Three Years With the Firm:	\$14.00 - 20.00	\$18.00

*Combined union and non-union wages, some employers may also pay a bonus.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 310
Separations to 2004: 200
 *Total Openings: 510

New Job Growth Rate: 29.8%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

12 project employment to grow and 5 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 214

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HOTEL DESK CLERKS

OES 538080

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations and presenting statements to and collecting payments from departing guests.

Alternate Job Titles: Front Desk Agents/Clerks, Guest Service Agents/Representatives, Guest Relations Agents

Related DOT Codes: 238.367-038

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All (100%) firms require have a high school diploma or equivalent.

Training: Some firms (37%) allow 6 - 12 months training to substitute for work experience. Almost all firms (87%) do not require technical or vocational training. Employers prefer applicants with industry database and word processing computer software skills.

Experience: Most firms (78%) do not require but prefer related work experience. Most firms (68%) accept other occupational experience such as 6 - 12 months of customer service experience. Responding employers report rarely hiring experienced applicants.

Skills rated "very important":

- Customer service skills
- Oral communication skills
- Dedication to being well groomed/professional appearance
- Ability to work on a team
- Willingness to work nights, weekends and holidays
- Ability to work under pressure
- Ability to stand continuously for 2 or more hours
- Ability to read and follow instructions
- Cash handling skills
- Ability to work independently
- Basic math skills
- Familiar with local tourist attractions and restaurants
- Record keeping skills
- Willingness to work with close supervision
- Interpersonal skills
- Ability to speak a second language

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Front Desk Supervisor, Guest Services Manager, Front Office Manager, Sales Representative, Concierge, Shift Leader, Catering Manager, Night Auditor, Accounting Manager, Human Resource Assistant.

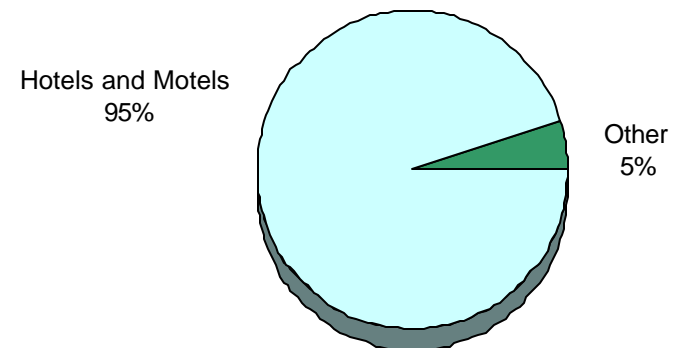
Nontraditional Occupation: No.
63% of workers in survey responses were female.

Turnover: High, 41% in the past 12 months.

Unionization: Yes. 13% of employers and 12% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	26%	65%	9%
Dental Insurance:	26%	43%	13%
Vision Insurance:	26%	26%	43%
Life Insurance:	43%	26%	22%
Paid Sick Leave:	48%	17%	35%
Paid Vacation:	74%	17%	9%
Retirement Plan:	22%	52%	26%
Child Care	0%	0%	100%

Other employer specified: 401-K Plan, Benefit Room Nights, Daily Meal Allowance, Stock Options

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer.

Others include: Walk-in applicants, colleges and universities, job postings.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Hotel Desk Clerks**

Experienced applicants: **Very competitive job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (89%) Hotel Desk Clerks work full-time, 39 hours per week. A few (10%) work part-time, 21 hours per week.

Shifts: All employers (100%) report having day shifts. Almost all (83%) also have swing shifts and many (48%) have a graveyard shift.

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 8.00	\$7.50
New Hires, With Experience:	\$7.00 - 8.72	\$7.75
After Three Years With the Firm:	\$8.00 - 10.00	\$9.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 330

Separations to 2004: 660

*Total Openings: 990

New Job Growth Rate: 19.0%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

23 employers provided data to develop this profile.

21 project employment to remain stable and 2 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 215

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HUMAN RESOURCE TECHNICIANS

166267999

Human Resource Technicians provide assistance to personnel directors and managers in identifying, evaluating and resolving human relations and work performance problems within establishments. Workers in this occupation attend meetings of managers, supervisors and work units to ascertain problems that adversely affect employee morale and productivity and to determine effective remediation techniques, such as job skill training or personal intervention; develop and conduct training to instruct managers, supervisors, and workers in a variety of related skills such as supervisory skills, conflict resolution skills, interpersonal communication skills and group interaction skills; schedule individuals for technical job-related skills training. They may assist in screening applicants for employment and in-house training programs, participate in labor relations issues; and write employee newsletter.

Alternate Job Titles: Human Resource Representative, Human Resource Coordinator, Human Resource Assistant

Related DOT Codes: 166.267-038, 205.367-062, 209.362-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have an associate degree. Some have a bachelor degree and a few have some college (but not necessarily a degree).

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with human resource training and certification, have a knowledge of employment law, and possess word processing, spreadsheet, database and Internet software skills.

Experience: Many firms always require related work experience. They prefer applicants with 1 - 3 years experience as a Human Resource Assistant, Technician or Representative, Customer Service Representative or Accounting Assistant.

Skills rated "very important":

- Ability to keep personnel records confidential
- Oral communication and telephone answering skills
- Customer service and interpersonal skills
- Knowledge of company employment policies
- Knowledge of labor and employment laws
- Record keeping and filing skills
- Report writing and proof reading skills
- Ability to interview job applicants for information
- Knowledge of company compensation and benefits packages
- Knowledge of job classification systems
- Knowledge of various cultural backgrounds
- Willingness to work long hours
- Problem solving skills
- Knowledge and use of human resource data bases
- Knowledge of Internet recruiting

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Human Resource Coordinator, Human Resource Director, Human Resource Administrator/Manager, and Training Director.

Nontraditional Occupation: No.
94% of workers in survey responses were female.

Turnover: Moderately high, 23% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Jobs can be found in all industries both public and private such as:

- Education
- Finance
- Government
- Hospitality
- Manufacturing

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	56%
Life Insurance:	83%
Paid Sick Leave:	89%
Paid Vacation:	94%
Retirement Plan:	83%
Child Care:	11%
Other: Tuition Reimbursement, Stock Options, Profit Sharing	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, Internet, and San Diego Career Center Network.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult		
Not Difficult	X	X

Job Market for: **Human Resource Technicians**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Human Resource Technicians work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.25 - 14.50	\$10.00
New Hires, With Experience:	\$8.50 - 17.25	\$12.00
After Three Years With the Firm:	\$10.00 - 21.50	\$15.17

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

18 employers provided data to develop this profile.
10 expect employment to remain stable and 8 project employment to grow over the next three years.

Education / Training Providers: See Appendix A, page 215

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

IMPORT / EXPORT SPECIALISTS

Import / Export Specialists examine and/or prepare documents such as invoices, bills of lading and shipping statements to verify conversion of merchandise weights or volumes into foreign equivalents. May compute duties, tariffs, weight, shipping storage and demurrage charges, volume and price conversions of merchandise to be exported or imported. May convert foreign currency figures into United States monetary equivalents or domestic currency into foreign equivalents using rate charts. May examine shipping manifest and bills of lading to determine procedures for release or acceptance of cargo. May also contact shippers (air, ground, or sea) to determine when cargo will be available for transit.

Alternate Job Titles: Customs Broker, Foreign Clerk, Customer Service Representative, International Sales Assistant / Manager

Related DOT Codes: 184.117-022, 186.117-018, 214.362-010, 214.137-010, 214.467-010

No OES Code - Emerging Occupation

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Some recent hires have a high school diploma or equivalent or some college (but not necessarily a degree).

Training: Most firms never allow training to substitute for work experience. Employers prefer applicants who have completed a college internship and have word processing, spreadsheet or database software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 1 - 2 years experience as an International Salesperson, Exporter or Customs Service Representative.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Record keeping skills
- Ability to work independently
- Ability to work under pressure
- Knowledge of tariff and customs regulations
- Ability to read and understand legal documents
- Ability to use a computer
- Familiar with shipping invoices and manifests
- Negotiation skills
- Bilingual ability
- Knowledge of international trade
- Sales and marketing skills
- Organizational skills
- Customer service skills
- Knowledge of the internet

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Department Supervisor Sales / Marketing Manager.

Nontraditional Occupation: No.
55% of workers in survey responses were female.

Turnover: Moderately high, 21% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

- Commercial Freight Forwarders
- Customs Brokers
- Import / Export Brokers
- Manufacturing Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	86%
Vision Insurance:	36%
Life Insurance:	64%
Paid Sick Leave:	86%
Paid Vacation:	93%
Retirement Plan:	57%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, employee referral, newspaper advertisements, trade journals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Import / Export Specialist**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicate Import / Export Specialists work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.25 - 12.50	\$10.00
New Hires, With Experience:	\$8.00 - 13.50	\$11.50
After Three Years With the Firm:	\$10.00 - 15.00	\$14.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis

Education / Training Providers : See Appendix A, page 215

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

INSPECTORS, TESTERS AND GRADERS - PRECISION

830020999

Inspectors, Testers and Graders - Precision perform precision inspecting, testing and grading of parts, products and equipment for defects, wear and deviations from specifications. Most of these workers use precision measuring instruments and complex test equipment and hand tools and make minor repairs. Does not include workers who combine inspection and testing with major repair work.

The following is used by employers in the bio-technology industry when describing inspectors, testers and graders and is a subset of the above definition.

MANUFACTURING ASSISTANTS (BIO-TECHNOLOGY)

Manufacturing Assistants (Bio-Technology) assist in the accurate manufacturing and packaging of potential and existing products; keeps production records. They weigh, measure and check raw materials and ensure the manufactured batches contain the proper ingredients and quantities. They work with automated or semi-automated equipment. They keep equipment and area clean and comply with good manufacturing practices (GMPs) and safety regulations. They notify supervisor of any process discrepancies. They trouble shoot equipment and report all malfunctions to supervisor as soon as possible.

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have a high school diploma or equivalent and some have taken college courses (but not necessarily obtained a degree).

Training: Many firms sometimes allow training to substitute for work experience. Some employers provide in-house training in Good Manufacturing Practices (GMP) and prefer applicants with word processing software skills.

Experience: Many firms sometimes require related work experience. They prefer applicants with 6 - 12 months experience as a Production Technician, Manufacturing Assistant or Quality Control Technician.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to follow safe equipment operating practices
- Ability to work on a team
- Ability to monitor gauges and signals
- Manual dexterity
- Knowledge of OSHA safety standards
- Ability to operate automated manufacturing equipment
- Willingness to work with close supervision
- Knowledge of automated manufacturing processes
- Oral communication skills
- Knowledge of proper disposal of chemical waste
- Basic math skills
- Ability to work independently
- Ability to maintain production equipment
- Ability to tolerate noise, fumes and odors
- Troubleshooting skills
- Knowledge of ISO 9000

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Production Operators / Technicians, Specialists, Assistants, Manufacturing Technicians, Weighers, Packagers, Quality Control Technicians, Laboratory Technicians

Related DOT Codes: 012.261-014, 221.382-018, 559.361-010, 929.687-062

Career Ladders: Promote to: Manufacturing Associate, Production Supervisor/Manager, Lead Manufacturing Technician, and Team Leader.

Nontraditional Occupation: No.
49% of workers in survey responses were female.

Turnover: Moderate, 18% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Jobs can be found in industries such as:

- Biotechnology Research
- Chemical Products Manufacturing
- Pharmaceutical and Drug Manufacturing
- Temporary Staffing Agencies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	82%
Vision Insurance:	53%
Life Insurance:	71%
Paid Sick Leave:	88%
Paid Vacation:	88%
Retirement Plan:	59%
Child Care:	6%
Others: 401-K Plan, Disability Insurance, Stock Options	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, private employment agencies, employee referrals, and San Diego Career Center Network.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Manufacturing Assistants**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many Manufacturing Assistants work full-time, 40 hours per week or on a temporary or on-call basis, 39 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 15.00	\$8.00
New Hires, With Experience:	\$6.00 - 20.00	\$9.00
After Three Years With the Firm:	\$8.00 - 30.00	\$11.51

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 160

Separations to 2004: 120

*Total Openings: 280

New Job Growth Rate: 19.3%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

13 project employment to grow and 4 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 218

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

INSTRUCTIONAL AIDES

OES 315211

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

Alternate Job Titles: Teacher Assistants, Teacher Aides, Special Education Aides, Classroom Aides, Student Tutors

Related DOT Codes: 099.327-010, 219.467-010, 249.367-074

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have some college (but not necessarily a degree).

Training: Most firms never allow training to substitute for work experience, though they prefer applicants with early childhood education and training for Special Education Instructional Aides and have basic computer skills.

Experience: Some firms usually require related work experience. They prefer applicants with 6 - 12 months experience as a Volunteer Student Teacher, Teacher Assistant, Student Teacher, Child Instructor or Special Education Assistant.

Skills rated "very important":

- Willingness to work part time
- Possess a clean police record
- Patience with children
- Ability to read and follow instructions
- Oral communication skills
- Ability to work under pressure and handle crises situations
- Ability to perform emergency first aid
- Classroom management skills
- Classroom discipline skills and supervision skills
- Ability to work independently
- Record keeping skills
- Ability to motivate students
- Ability to provide classroom clerical support
- Ability to write effectively
- Ability to perform basic mathematical computations

OCCUPATIONAL CHARACTERISTICS

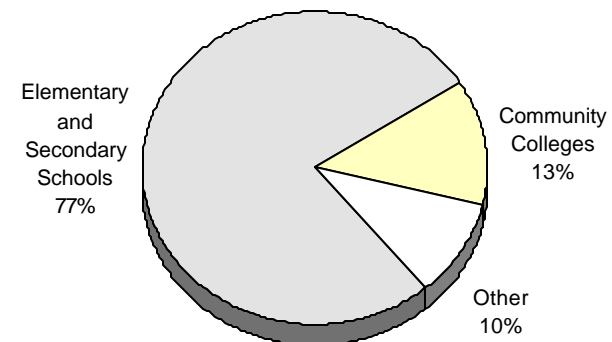
Career Ladders: Promote to: Instructional Lab Technician, and Classroom Teacher with requisite education.

Nontraditional Occupation: No.
61% of workers in survey responses were female.

Turnover: Extremely high, 41% in the past 12 months.

Unionization: Yes. 19% of employers and 9% of employees were unionized.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	67%	33%
Dental Insurance:	50%	33%
Vision Insurance:	33%	33%
Life Insurance:	50%	33%
Paid Sick Leave:	67%	33%
Paid Vacation:	50%	33%
Retirement Plan:	33%	50%
Other: Tuition Reimbursement		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, unsolicited applicants, employee referrals, in-house promotion or transfer, County Office of Education, school campus postings, and Regional Occupational Program.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult		X
Not Difficult	X	

Job Market for: **Instructional Aides**

Experienced applicants: **Very competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Instructional Aides work part-time, 21 hours per week. A few work full-time, 38 hours per week, or on a temporary or on-call basis, 30 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 10.75	\$7.40
New Hires, With Experience:	\$6.00 - 11.25	\$7.75
After Three Years With the Firm:	\$7.25 - 13.00	\$9.25

*Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above

OES Growth Projections: New jobs through 2004: 2,330

Separations to 2004: 750

*Total Openings: 2,320

New Job Growth Rate: 32.1%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook

16 employers provided data to develop this profile.

11 expect employment to remain stable and 5 project employment to grow over the next three years.

Education / Training Providers: See Appendix A, page 215

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

INTERPRETERS, SIGN LANGUAGE

137267998

Sign Language Interpreters provide translation between spoken and manual (sign language) communication. Translates spoken material into sign language for understanding of deaf. Interprets sign language of deaf into oral or written language for hearing individuals or others not conversant in sign language. May translate television news and other broadcasts for deaf viewers.

Alternate Job Titles: Interpreters for the Hearing Impaired/Deaf, Translators for the Deaf

Related DOT Codes: 137.267-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many firms require either a high school diploma or equivalent (44%) or an associate degree (44%).

Training: Some firms (22%) allow training to substitute for work experience. Employers require certification by the National Association of the Deaf (NAD) or Registered Interpretory for the Deaf (RID).

Experience: Almost all firms (89%) require 1 - 2 years related work experience. Responding employers report rarely hiring inexperienced applicants.

Skills rated "very important":

- Ability to use and interpret American Sign Language (ASL)
- Ability to Sign Exact English (SEE)
- Ability to work independently
- Willingness to work part-time, on-call, work nights, weekends or holidays
- Ability to pay attention to detail
- English grammar and spelling skills
- Ability to work as part of a team
- Ability to work under pressure
- Verbal communication and presentation skills
- Ability to perform routine repetitive work
- Ability to read and follow instructions
- Oral communication skills
- Problem solving skills
- Multi-cultural familiarity
- Possession of a reliable vehicle and drivers license
- Interpersonal skills
- Ability to work with adolescents

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Interpreter, Supervisor, Sign Language Trainer.

Nontraditional Occupation: No.
75% of workers in survey responses were female.

Turnover: Moderately low, 6% in the past 12 months.

Unionization: Yes. 11% of employers and 2% of employees were unionized.

WHERE THE JOBS ARE

Industry

- Community Based Social Organizations
- Interpreting Services
- Selected Community Colleges
- Selected High School Districts
- Selected Colleges and Universities

FRINGE BENEFITS, WHO PAYS*

Part Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	0%	11%	56%
Dental Insurance:	0%	11%	56%
Vision Insurance:	0%	11%	56%
Life Insurance:	0%	0%	67%
Paid Sick Leave:	11%	0%	56%
Paid Vacation:	11%	0%	56%
Retirement Plan:	0%	0%	56%
Child Care	0%	0%	67%

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Colleges and universities, employee referrals, walk-in applicants.

Others include: School and program referrals, networking with the deaf community.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Sign Language Interpreters**

Experienced applicants: **No competition in job search**

Inexperienced applicants: **Very competitive in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Many Sign Language Interpreters work on a temporary or on-call basis (51%) , 15 hours per week or part-time (44%), 23 hours per week. A few (5%) work full-time, 38 hours per week.

Shifts: Almost all employers (89%) report having day shifts and most (78%) have evening shifts.

Hourly Wages *	Range*	Median*
New Hires, No Experience:	Not available	Not available
New Hires, With Experience:	\$12.05 - 22.00	\$18.00
After Three Years With the Firm:	\$12.05 - 26.00	\$24.00

*Combined union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

9 employers provided data to develop this profile.

7 project employment to remain stable and 2 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 216

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

LANDSCAPE ARCHITECTS

OES 223080

Landscape Architects plan and design land areas for such projects as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions and commercial, industrial and other residential sites.

Alternate Job Titles: Landscape Planner, Project Landscape Architect, Project Manager

Related DOT Codes: 001.061-018

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree.

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years apprenticeship with experience on Autocad and Landcad software systems. Employers also look for word processing, spreadsheet, data base and desktop publishing software skills. Landscape Architects are required to be licensed and registered by the State Board of Landscape Architects.

Experience: Many firms usually require related work experience. Employers prefer applicants with 1 - 3 years experience as a Drafter, Land Planner or Landscape Designer.

Skills rated "very important":

- Ability to prepare detailed scale drawings
- Ability to read and follow instructions
- Oral communication skills
- Ability to work under pressure and meet deadlines
- Ability to work on a team
- Ability to work independently
- Interpersonal and customer service skills
- Knowledge of plants, trees, shrubs and ground covers
- Ability to use computer aided drafting systems (CAD)
- Ability to prepare written reports
- Basic math skills
- Ability to analyze geographic and site conditions
- Knowledge of drainage and irrigation systems
- Knowledge of environmental regulations
- Organizational skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Landscape Architect, Associate Planner or Partner.

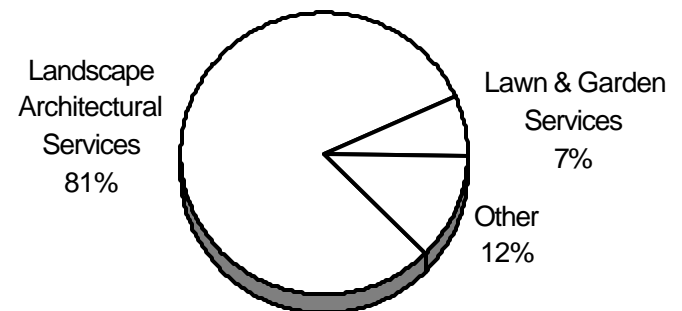
Nontraditional Occupation: No.
33% of workers in survey responses were female.

Turnover: Moderate, 13% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	0%
Vision Insurance:	0%
Life Insurance:	20%
Paid Sick Leave:	80%
Paid Vacation:	100%
Retirement Plan:	60%
Other: Profit Sharing	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, industry organizations, newsletters, newspaper advertisements, public school or program referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Landscape Architect**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Landscape Architects work full-time, 40 hours. A few work part-time 26, hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 14.00	\$12.00
New Hires, With Experience:	\$10.00 - 17.00	\$14.00
After Three Years With the Firm:	\$14.00 - 25.00	\$18.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 40

Separations to 2004: 20

*Total Openings: 60

New Job Growth Rate: 28.6%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 13 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 216

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

LOAN AND CREDIT CLERKS

OES 531210

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers.

Alternate Job Titles: Loan Administrators, Loan Processor, Credit Analyst, Information Processors, Note Processors, Financial Services Specialist, Visa Coordinator, Loan Assistant, Professional Financial Representative.

Related DOT Codes: 205.367-022, 249.362-018, 249.362-018, 249.362-038

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All firms (100%) require a high school diploma or equivalent.

Training: Almost all firms (88%) do not require technical or vocational training. Some firms (24%) allow 3 - 6 months training in Mortgage Banking training to substitute for work experience. Employers prefer applicants with word processing, spreadsheet and database computer software skills.

Experience: Almost all firms (82%) do not require related work experience, but prefer applicants with of 6 - 12 months prior experience as a Loan or Credit Clerk. Most firms (71%) do not accept other occupational experience.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Interpersonal and customer service skills
- Ability to pay attention to detail
- Telephone answering skills
- Ability to check loan applications for accuracy
- Ability to work under pressure and meet deadlines
- Ability to keep accurate records
- Ability to work independently
- Ability to interview others for information
- Organizational skills
- Ability to perform routine repetitive work
- Ability to write legibly
- Basic math skills
- Interpersonal skills
- Ability to work on a team

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Processing Supervisor, Loan Officer, Underwriter, Operations Supervisor, Financial Services Manager, Credit Analyst.

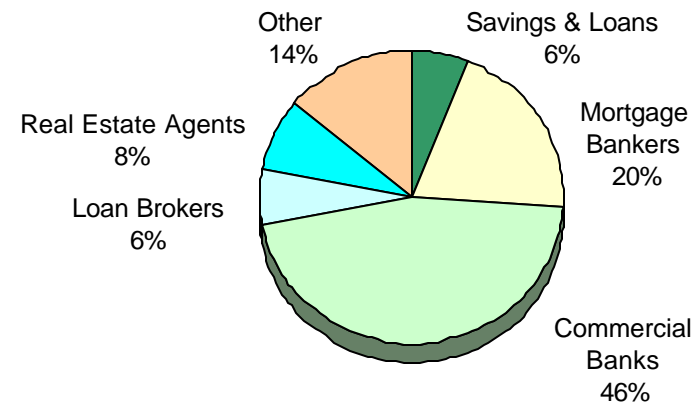
Nontraditional Occupation: No.
77% of workers in survey responses were female.

Turnover: Moderate, 18% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	53%	35%	0%
Dental Insurance:	53%	29%	6%
Vision Insurance:	47%	24%	6%
Life Insurance:	53%	24%	6%
Paid Sick Leave:	76%	12%	0%
Paid Vacation:	82%	12%	0%
Retirement Plan:	59%	12%	12%
Child Care	12%	0%	6%

Other employer specified: 401-K Plan

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer.

Others include: Private employment agencies, internet, colleges and universities, walk-in applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Loan and Credit Clerks**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (91%) Loan and Credit Clerks work full-time, 40 hours per week. A few (9%) work part-time, 24 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.25 - 10.00	\$8.75
New Hires, With Experience:	\$7.50 - 12.72	\$10.00
After Three Years With the Firm:	\$9.00 - 15.14	\$12.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 180

Separations to 2004: 150

*Total Openings: 330

New Job Growth Rate: 8.5%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

10 project employment to remain stable and 7 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 217

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MACHINISTS

OES 891080

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

Alternate Job Titles: None reported

Related DOT Codes: 600.280-022, 600.280-034, 600.280-042

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent and a few have some college (but not necessarily a degree).

Training: Most firms usually allow training to substitute for work experience. Employers prefer applicants with 2 years vocational training as a machinist.

Experience: Many firms always require related work experience. They prefer applicants with 1 - 3 years experience as a Machinist or CNC Machinist (Computerized Numerical Control).

Skills rated "very important":

- Ability to perform precision work
- Ability to use precision tools
- Ability to work independently
- Ability to work as part of a team
- Ability to read and follow instructions
- Ability to operate lathes, drill presses and milling machines
- Oral communication skills
- Ability to read blueprints
- Ability to use handtools
- Manual dexterity
- Shop math skills
- Ability to operate numerically controlled (NC) machines
- Ability to stand for long periods of time
- Ability to work under pressure

OCCUPATIONAL CHARACTERISTICS

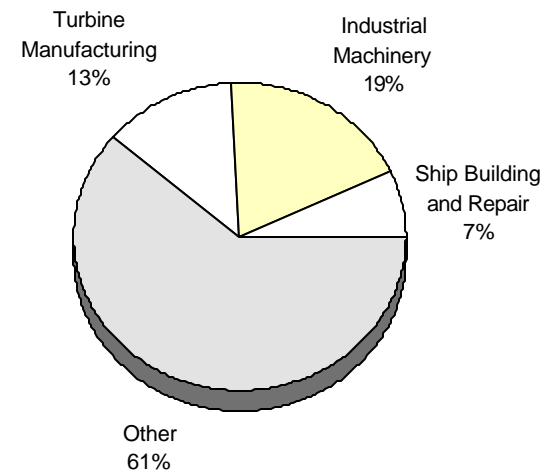
Career Ladders: Promote to: Lead Machinist, Shop Foreman, and Shop Manager.

Nontraditional Occupation: Yes.
No workers in survey responses were female.

Turnover: Moderately low, 8% in the past 12 months.

Unionization: Yes. 13% of employers and 52% of employees were unionized.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	57%
Vision Insurance:	29%
Life Insurance:	57%
Paid Sick Leave:	50%
Paid Vacation:	93%
Retirement Plan:	50%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, unsolicited applicants, private employment agencies, and Employment Development Department.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Machinists**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Machinists work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$5.75 - 12.00 \$10.00 - 10.25	\$7.00 \$10.13
New Hires, With Experience: Union:	\$6.75 - 15.00 \$11.00 - 16.00	\$12.00 \$13.50
After Three Years With the Firm: Union:	\$8.00 - 19.00 \$15.00 - 22.00	\$16.00 \$18.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 590

Separations to 2004: 790

*Total Openings: 1,380

New Job Growth Rate: 12.1%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

8 project employment to grow and 7 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 217

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MAINTENANCE REPAIRERS, GENERAL UTILITY

OES 851320

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors or stairs.

Alternate Job Titles: Maintenance Workers, Maintenance Engineers

Related DOT Codes: 899.261-014, 899.381-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have some college (but not necessarily a degree).
A few have a high school diploma or equivalent.

Training: Many employers never allow training to substitute for work-related experience.

Experience: Almost all firms usually require related work experience.
Employers prefer applicants with 2 - 4 years prior experience as a maintenance repairer.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to lift 50 lbs.
- Troubleshooting skills
- Ability to work independently
- Oral communication skills
- Heating / air conditioning repair skills
- Minor electrical repair skills
- Minor plumbing skills
- Minor carpentry skills
- Minor painting skills
- Ability to work on a team
- Customer service skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Maintenance Lead or Supervisor.

Nontraditional Occupation: Yes.
7% of workers in survey responses were female.

Turnover: Moderate, 20% in the past 12 months.

Unionization: Yes.
27% of employers surveyed were unionized.
42% of employees were unionized.

WHERE THE JOBS ARE

- Amusement and Recreational Parks
- Building Maintenance and Repair Services
- Construction Contractors
- Government Facilities
- Hospitals
- Hotels & Motels
- Office Buildings and Industrial Parks
- Schools and Colleges
- Shopping Centers
- Utility Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	67%
Life Insurance:	80%
Paid Sick Leave:	80%
Paid Vacation:	93%
Retirement Plan:	27%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, unsolicited applicants, employee referrals, in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Maintenance Repairers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all General Utility Maintenance Repairers work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$6.50 - 12.25 \$5.75 - 12.00	\$8.00 \$8.50
New Hires, With Experience: Union:	\$7.75 - 17.00 \$6.50 - 14.25	\$10.00 \$9.00
After Three Years With the Firm: Union:	\$9.00 - 18.00 \$8.75 - 19.75	\$15.00 \$13.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 2,340
Separations to 2004: 1,630
 *Total Openings: 3,970

New Job Growth Rate: 22.5%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 217

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MASSAGE THERAPISTS

334374999

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body conditioning or treatments.

Alternate Job Titles: Masseuse, Masseur, Licensed Massage Therapists, Body Workers, Holistic Health Practitioners

Related DOT Codes: 334.374-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (87%) require a high school diploma or equivalent.

Training: Almost all firms (80%) require 6 - 12 months technical or vocational training. 500 hours training is required for certification as a Licensed Massage Therapist and 1000 hours for a Holistic Health Practitioner. Some firms (33%) accept training as a substitute for related work experience. Massage Therapists practicing within the city limits of San Diego must be registered with the San Diego Police Department.

Experience: Many firms (47%) require 6 - 18 months related work experience. None accept other occupational experience.

Skills rated "very important":

Cleanliness and professional image
 Positive attitude
 Ability to work independently
 Ability to perform Swedish massage
 Interpersonal and customer service skills
 Ability to perform massage techniques in cases of injury
 Ability to apply massage techniques for sports injuries
 Ability to perform deep tissue massage
 Knowledge of kinesiology
 Oral communication skills
 Massage Therapist certification by the state
 Knowledge of anatomy, physiology, psychology, physical therapy, nutrition
 Possession of a local license issued by the San Diego Police Department

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Masseuse, Head Therapist.

Nontraditional Occupation: No.
 57% of workers in survey responses were female.

Turnover: Moderately low, 10% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

The nature of employment in this occupation tends to be that of an independent contractor. Other opportunities include business ownership or self employment. However employment opportunities exist at:

Industry

Chiropractic Clinics
 Holistic Health Centers
 Hotels, Resorts and Spas
 Physical Fitness and Workout Centers
 Sports Therapy Centers

FRINGE BENEFITS, WHO PAYS

Part Time Employees

	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	44%	56%
Dental Insurance:	22%	78%
Vision Insurance:	22%	78%
Life Insurance:	22%	78%
Paid Sick Leave:	33%	67%
Paid Vacation:	33%	67%
Retirement Plan:	22%	78%
Child Care	0%	100%

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, school and program referrals.

Others include: Internet, walk-in applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Massage Therapists**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Many Massage Therapists work part-time (46%), 17 hours per week or on a temporary or on-call basis (53%), 15 hours per week.

Shifts: Almost all employers (93%) report having day shifts. Some also have swing (33%) and graveyard shifts (27%).

Hourly Wages	Range	Median
New Hires, No Experience: With Commissions:	\$8.50 - 20.00 \$8.50 - 25.00	\$17.50 \$20.00
New Hires, With Experience: With Commissions:	\$12.00 - 30.00 \$12.00 - 55.00	\$20.00 \$22.00
After Three Years With the Firm: With Commissions:	\$14.00 - 60.00 \$14.00 - 60.00	\$25.00 \$30.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

10 project employment to grow and 5 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 218

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICAL AND CLINICAL LABORATORY ASSISTANTS

OES 329050

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgement to read the results. They may label, centrifuge and transfer specimens, transcribe results and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

Alternate Job Titles: Technology Assistants, Phlebotomists, Laboratory Assistants/Technicians

Related DOT Codes: 078.381-014, 079.364-022, 559.361-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have some college (but not necessarily a degree). A few have an associate degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 5 -12 months medical or general laboratory training and having a Phlebotomy Certificate or CPR training and have word processing, spreadsheet and database software skills.

Experience: Many firms sometimes require related work experience. They prefer applicants with 1 - 2 years experience as a Phlebotomist, Medical Laboratory Assistant, Medical Assistant or Laboratory Technician.

Skills rated "very important":

- Ability to follow safe laboratory practices
- Ability to pay attention to detail
- Read and follow instructions
- Ability to clean and sterilize laboratory equipment
- Ability to concentrate for long periods of time
- Ability to write legibly
- Good vision and manual dexterity
- Oral communication skills
- Ability to work independently
- Knowledge of medical terminology
- Ability to operate precision laboratory equipment
- Data entry and record keeping skills
- Willingness to work with close supervision
- Knowledge of inventory techniques
- Basic math skills
- Ability to draw blood

OCCUPATIONAL CHARACTERISTICS

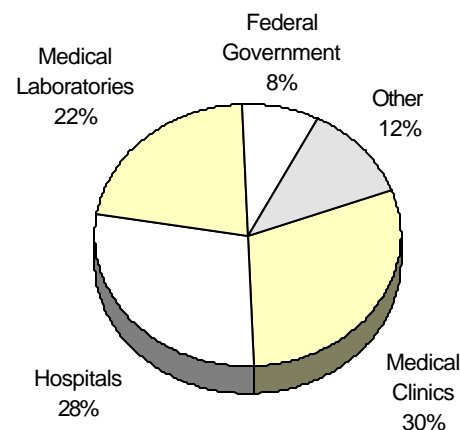
Career Ladders: Promote to: Senior Laboratory Assistant / Manager, Laboratory Assistant II, III, and Medical Technologist with training.

Nontraditional Occupation: No.
76% of workers in survey responses were female.

Turnover: Moderately low, 9% in the past 12 months.

Unionization: Yes. 12% of employers and 3% of employees were unionized.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	94%	6%
Dental Insurance:	81%	6%
Vision Insurance:	63%	6%
Life Insurance:	75%	---
Paid Sick Leave:	94%	6%
Paid Vacation:	94%	6%
Retirement Plan:	88%	---
Other: 401-K Plan, 125 Cafeteria Plan		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, unsolicited applicants, public school or program referrals, in-house promotion or transfer, Regional Occupational Program, Medical Publications, and Telephone Job Line.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Medical and Clinical Laboratory Assistants**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Medical and Clinical Laboratory Assistants work full-time, 40 hours per week. A few work part-time 23 hours per week, or on a temporary or on call basis, 20 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.75 - 10.50	\$8.00
New Hires, With Experience:	\$7.75 - 13.00	\$9.50
After Three Years With the Firm:	\$10.00 - 17.00	\$12.34

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - less than 1,662
OES Growth Projections: New jobs through 2004: 150
 Separations to 2004: 60
 *Total Openings: 210

New Job Growth Rate: 16.2%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

10 expect employment to remain stable and 7 project employment to grow over the next three years.

Education / Training Providers: See Appendix A, page 219

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICAL ASSISTANTS

OES 660050

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records or perform other clerical duties.

Alternate Job Titles: Certified Medical Assistants

Related DOT Codes: 079.362-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree). Some have a high school diploma or equivalent.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 year Medical Assistant training and have passed the Certified Medical Assistant (CMA) exam administered by the American Association of Medical Assistants or the Registered Medical Assistant (RMA) awarded by the American Medical Technologists. Medical Assistants must have documentation of their completion of training required by state law. Employers prefer applicants with database, word processing and spreadsheet software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 1 year experience as a Medical Assistant, Front Office Desk Assistant or Medical Billing Clerk.

Skills rated "very important":

- Oral communication skills
- Read and follow instructions
- Ability to work independently
- Customer service and interpersonal skills
- Record keeping skills
- Ability to obtain a Medical Assistant Certificate
- Ability to write effectively and legibly
- Ability to handle crisis situations
- Knowledge of medical terminology
- Telephone answering skills
- Willingness to work with close supervision
- Willingness to work with elderly
- Ability to apply sterilization techniques
- Knowledge of medications and medical supplies
- Neat and clean appearance
- Knowledge of health care plans

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Clinic/Department Coordinator, Lead Medical Assistant, and Office Supervisor/Manager.

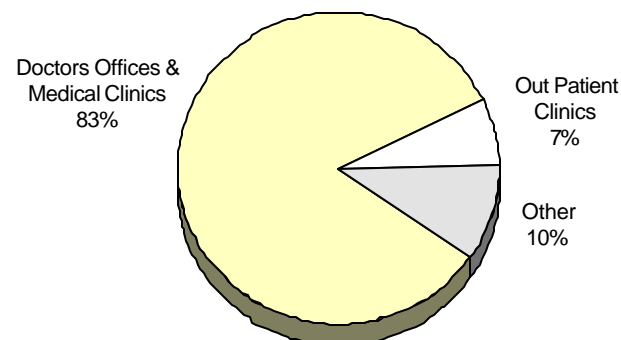
Nontraditional Occupation: No.
97% of workers in survey responses were female.

Turnover: Moderate, 13% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	88%
Dental Insurance:	56%
Vision Insurance:	25%
Life Insurance:	44%
Paid Sick Leave:	88%
Paid Vacation:	88%
Retirement Plan:	69%
Other: 401-K Plan, Paid Holidays, Tuition Reimbursement	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, public school or program referral, employee referrals, unsolicited applicants, San Diego Career Center Network, and Regional Occupation Program.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Medical Assistants**
 Experienced applicants: **Competitive**
 Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Medical Assistants work full-time, 40 hours per week. Some work part-time, 25 hours per week. A few work on a temporary or on-call basis, 25 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 8.00	\$7.50
New Hires, With Experience:	\$8.00 - 11.00	\$9.00
After Three Years With the Firm:	\$9.00 - 13.00	\$10.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323
OES Growth Projections: New jobs through 2004: 900
 Separations to 2004: 460
 *Total Openings: 1,360

New Job Growth Rate: 29.4%*. Projected growth is much faster than the county-wide average of 17.7%*.
 *7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.
 11 expect employment to remain stable, 4 project employment to grow and 1 expects employment to decline over the next three years.

Education / Training Providers: See Appendix A, page 218

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICAL RECORDS TECHNICIANS

OES 329110

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

Alternate Job Titles: Medical Records Clerks

Related DOT Codes: 079.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a high school diploma or equivalent.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 6 - 12 months of training in medical office procedures or medical records technology. Employers prefer applicants with word processing and database computer software skills.

Experience: Almost all firms sometimes require related work experience. They tend to hire applicants with 6 - 12 months experience as an office clerk, filing clerk or records clerk.

Skills rated "very important":

- Ability to concentrate and do accurate work
- Ability to pay close attention to detail
- Ability to handle confidentiality of records
- Excellent alpha numeric filing skills
- Oral communication skills
- Ability to read and follow instructions
- Ability to communicate with doctors and staff
- Ability to write legibly
- Data entry and retrieval skills
- Ability to work independently
- Ability to work under pressure
- Computer skills
- Organizational skills
- Ability to work on a team and with others
- Ability to move heavy file carts

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Receptionist Administrative Assistant, Patient Services Representative.

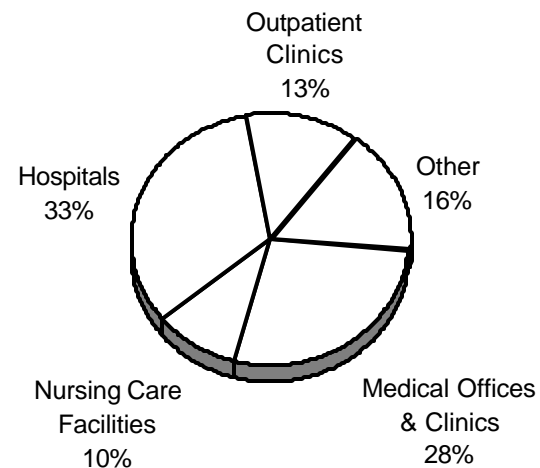
Nontraditional Occupation: No.
81% of workers in survey responses were female.

Turnover: High, 39% in the past 12 months.

Unionization: Yes.
7% of employers surveyed were unionized
14% of employees were unionized

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	93%
Vision Insurance:	43%
Life Insurance:	93%
Paid Sick Leave:	93%
Paid Vacation:	86%
Retirement Plan:	71%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, unsolicited applicants, employee referral, newspaper advertisements, Employment Development Department, private school referrals, public school or program referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Medical Records Technicians**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Medical Records Technicians work full-time, 40 hours per week. Some work part-time, 24 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.25 - 13.75	\$7.25
New Hires, With Experience:	\$5.75 - 16.00	\$8.25
After Three Years With the Firm:	\$6.50 - 21.00	\$9.50

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662
OES Growth Projections: New jobs through 2004: 190
 Separations to 2004: 120
 *Total Openings: 310

New Job Growth Rate: 23.5%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 219

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICINE AND HEALTH SERVICE MANAGERS

OES 150080

Medicine and Health Services Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

Alternate Job Titles: Medical Services Director, Case Management Supervisor, Director of Nursing, Social Service Manager, Clinic Director/Manager/Administrator, Program Manager, Director of Support Services, Office Manager, Department Supervisor/Administrator, Scheduling Coordinator, Health Center Director, Director of Operations, Health Manager.

Related DOT Codes: 075.117-014, 075.117-027, 079.117-010, 079.167-014, 187.117-010, 187.117-058, 187.117-062

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most firms (61%) require a bachelor degree. Some (22%) require completed graduate studies and a few (17%) have an associate degree.

Training: No firms allow training to substitute for work experience. Some firms (28%) require technical or vocational training. Employers prefer applicants trained in medical terminology, have a nursing certificate and word processing, spreadsheet and medical database computer software skills.

Experience: Almost all firms (89%) require 1 - 5 years related work experience. Most employers (78%) accept other occupational experience such as 1 - 5 years experience as a Registered Nurse, Social Worker, Mental Health Counselor or an administrator in the health care field. Responding employers report rarely hiring inexperienced applicants.

Skills rated "very important":

- Oral communication skills
- Ability to handle crisis situations
- Problem solving skills
- Ability to work independently
- Ability to work under pressure
- Supervisory skills
- Ability to train new staff
- Knowledge of medical office management
- Knowledge of OSHA safety standards
- Ability to coordinate activities with other departments
- Report writing skills
- Willingness to work long hours, nights, weekends and holidays
- Ability to hire staff
- Knowledge of medical health insurance programs
- Customer service/public relations skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Division Director, Department/Program Director, Health Director, Assistant Administrator, Director of Nursing, Nurse Consultant, Regional Vice President.

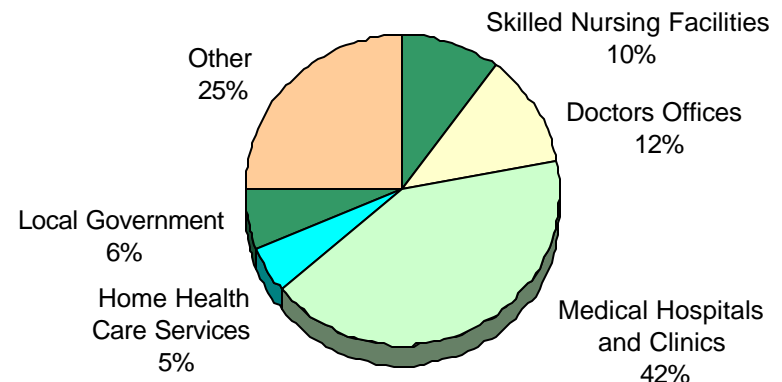
Nontraditional Occupation: No.
81% of workers in survey responses were female.

Turnover: Moderate, 17% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	67%	33%	0%
Dental Insurance:	50%	33%	11%
Vision Insurance:	39%	22%	22%
Life Insurance:	56%	28%	11%
Paid Sick Leave:	94%	6%	0%
Paid Vacation:	94%	6%	0%
Retirement Plan:	56%	39%	6%
Child Care	0%	0%	100%

Other employer specified: Education Reimbursement, Paid Holidays, Stock Options, Long Term Disability

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer.

Others include: Internet, trade journals, medical industry networking.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		X

Job Market for: **Medicine and Health Services Managers**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (99%) Medicine and Health Services Managers work full-time, 44 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range *	Median *
New Hires, No Experience:	\$10.15 - 15.34	\$12.75
New Hires, With Experience:	\$11.67 - 25.11	\$18.59
After Three Years With the Firm:	\$12.00 - 36.50	\$25.29

*Some employees may have higher compensation due to bonuses.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 230

Separations to 2004: 250

*Total Openings: 480

New Job Growth Rate: 14.0%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

18 employers provided data to develop this profile.

10 project employment to remain stable, 6 expect employment to grow, and 2 expect employment to decline over the next two years.

Education / Training Providers: See Appendix A, page 220

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MULTIMEDIA SPECIALISTS

030064996

Multimedia Specialists work in one or more of the following phases of multimedia production: planning and storyboards (quick sketches of the different scenes that will happen), scriptwriting, graphics, digital sound recording and mixing, scanning and retouching of photos, making the related scenes interactive using specialized computer software and simple programming language.

Alternate Job Titles: Director of Digital Media, Technical Director, Lighting Director, Graphic Design Editor, MPEG Compressionist, Graphic Designer, Creative Services Associate, Creative/Art Director, Associate/Promotions Producer, Post Production Editor, Videographer, Graphic Operators, Graphic Artist, Video Producer, Video Tape Editor, Creative Designers, Sound Designers, Multi Media Designers, Web Developer

Related DOT Codes: 141.131-010, 141.061-22, 142.061-062, 143.062-018, 194.382-018, 194.262-018, 962.132-010, 962.262-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many firms (44%) require a bachelor degree. Some require either an associate degree (25%) or a high school diploma or equivalent (31%).

Training: Many firms (53%) allow 6 - 24 months training to substitute for work experience. Few firms (13%) require technical or vocational training. Employers prefer applicants with word processing, spreadsheet and other digital editing software skills.

Experience: Most firms (75%) require 1 - 3 years related work experience. Many firms (53%) accept other occupational experience such as 1 - 2 years experience in video production, software design, photography, graphics arts or visual communications.

Skills rated "very important":

- Ability to work under pressure and meet deadlines
- Creativity and imagination
- Ability to use computer software to design images
- Oral communication skills
- Ability to work independently
- Ability to read and follow instructions
- Customer service skills
- Knowledge of print, electronic and film media
- Willingness to work long hours
- Ability to do layout and pasteup
- Ability to draw or paint graphic material
- Knowledge of the internet and web page design and HTML
- Knowledge of visual layouts for television and film production
- Knowledge of digital sound recording
- Ability to write and edit scripts

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Graphics Supervisor, Technical Director, Producer, Director of Post Production, Senior Art Director, Executive Producer, Director of Digital Media, Creative Director, Promotions Manager.

Nontraditional Occupation: No.
34% of workers in survey responses were female.

Turnover: Very low, 5% in the past 12 months.

Unionization: Yes. 13% of employers and 34% of employees were unionized.

WHERE THE JOBS ARE

Industry

- Advertising Agencies
- Commercial Art and Graphic Design Studios
- Electronic Game Manufacturers
- Internet Site Design Companies
- Motion Picture and Video Tape Production
- Television Broadcasting Stations
- Temporary Placement Agencies
- Theatrical Production Companies

FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	56%	31%	6%
Dental Insurance:	50%	19%	25%
Vision Insurance:	44%	13%	38%
Life Insurance:	38%	13%	50%
Paid Sick Leave:	69%	13%	19%
Paid Vacation:	69%	13%	19%
Retirement Plan:	44%	13%	44%
Child Care	6%	0%	94%

Other employer specified: 401-K Plan, Education Reimbursement, Child Care Reimbursement, Profit Sharing

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, colleges and universities, internet.

Others include: Trade journals, in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Multimedia Specialists**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Many (54%) Multimedia Specialists work full-time, 44 hours per week or on a temporary or on-call basis (41%), 35 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 15.34	\$12.50
New Hires, With Experience:	\$10.00 - 18.00	\$13.85
After Three Years With the Firm:	\$12.79 - 30.00	\$18.09

*Combined union and non-union wages.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

10 project employment to remain stable and 6 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 220

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

NURSE AIDES

OES 660080

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays and feeding patients. Nurse Aides may be called Assistants, Attendants or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

Alternate Job Titles: Certified Nurse Aide, Nurse Attendant, Patient Care Giver

Related DOT Codes: 355.674-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

Training: Many firms never allow training to substitute for work experience but require 12 months training to complete a Certified Nurse Assistant program. License and certification is obtained through Department of Health Services. Employers prefer applicants with word processing, spreadsheet and database software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 1 - 2 years experience as an Acute Care Giver, Nurse Assistant or Certified Nurse Assistant.

Skills rated "very important":

- Observation skills
- Ability to read and follow instructions
- Oral communication skills
- Ability to take vital signs
- Ability to write legibly
- Ability to provide personal services to patients
- Ability to lift and move patients
- Ability to perform CPR
- Knowledge of preventing infection (asepsis)
- Record keeping skills
- Nurses Aide Certification
- Ability to handle crisis situations
- Caring approach to patients
- Dependability and reliability
- Computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: with education, Medical Assistant, Licensed Vocational Nurse or Registered Nurse.

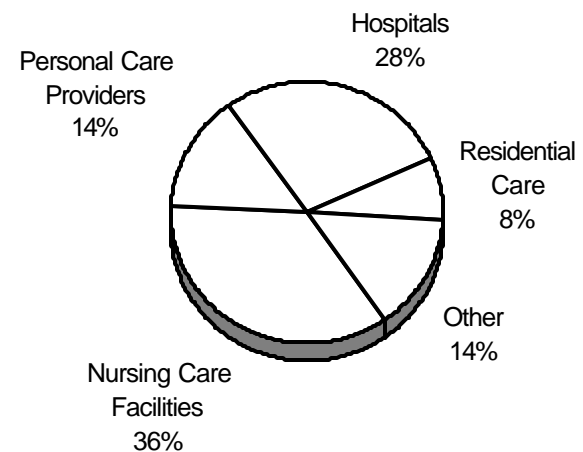
Nontraditional Occupation: No.
83% of workers in survey responses were female.

Turnover: High, 57% in the past 12 months.

Unionization: Yes. 13% of employers and 14% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	100%	25%
Dental Insurance:	88%	25%
Vision Insurance:	81%	25%
Life Insurance:	81%	13%
Paid Sick Leave:	69%	25%
Paid Vacation:	100%	25%
Retirement Plan:	69%	25%
Other: 401-K Plan		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Unsolicited applicants, newspaper advertisements, employee referrals, in-house promotion or transfer, public school or program referrals, private school referrals, Employment Development Department.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Nurse Aides**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many Nurse Aides work full-time, 39 hours per week. Some work part-time, 21 hours per week and a few work on a temporary or on-call basis, 15 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.25 - 11.00	\$7.00
New Hires, With Experience:	\$6.25 - 11.00	\$7.50
After Three Years With the Firm:	\$7.00 - 13.00	\$9.00

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202
OES Growth Projections: New jobs through 2004: 720
 Separations to 2004: 600
 *Total Openings: 1,300

New Job Growth Rate: 11.7%*. Projected growth is slower when compared to the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years because of increased patient load and expanding facilities.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 220

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

OCCUPATIONAL THERAPY ASSISTANTS and AIDES

OES 660210

Occupational Therapy Assistants and Aides assist Occupational Therapists in administering medically oriented occupational program to assist in rehabilitating patients in hospitals and similar institutions.

Alternate Job Titles: Certified Occupational Therapy Assistants (COTA)

Related DOT Codes: 076.364-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have an associate degree.

Training: Many firms usually allow training to substitute for work experience. Employers prefer applicants with 2 years Occupational Therapy Assistant Training with a state certificate and also have word processing, spread sheet and data base software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 6 - 24 months experience as a Certified Occupational Therapy Assistant (COTA) and/or past experience as a Certified Nursing Assistant or Licensed Vocational Nurse in a managed care nursing facility.

Skills rated "very important":

- Interpersonal and customer service skills
- Ability to motivate patients
- Willingness to work with close supervision
- Ability to demonstrate occupational therapy techniques
- Ability to observe and record patient progress
- Ability to read and follow instructions
- Ability to write legibly
- Knowledge of medical terminology
- Ability to lift and move patients
- Knowledge of anatomy of physiology
- Ability to handle patients with developmental impairments
- Knowledge of medical supplies
- Ability to keep track of needed supplies
- Knowledge of billing and health insurance procedures
- Telephone answering skills
- Ability to schedule patient appointments
- Computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: No promotional opportunities reported.

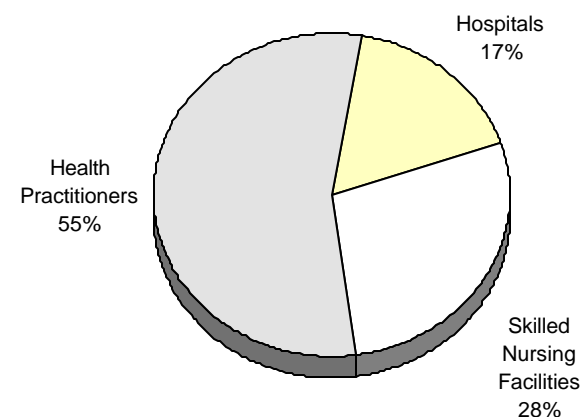
Nontraditional Occupation: No. 73% of workers in survey responses were female.

Turnover: Very low, 5% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	91%
Dental Insurance:	91%
Vision Insurance:	82%
Life Insurance:	73%
Paid Sick Leave:	100%
Paid Vacation:	91%
Retirement Plan:	90%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, unsolicited applicants, public school or program referrals, and Occupational Therapy Interns.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Occupational Therapy Assistants**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Occupational Therapy Assistants work on a temporary or on-call basis, 14 hours per week. Some work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.75 - 15.00	\$12.38
New Hires, With Experience:	\$9.50 - 17.00	\$14.00
After Three Years With the Firm:	\$12.00 - 20.00	\$17.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 20

Separations to 2004: 10

*Total Openings: 30

New Job Growth Rate: 22.2%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

14 employers provided data to develop this profile.

6 expect employment to remain stable, 5 project employment to grow, and 3 expect employment to decline over the next three years.

Education / Training Providers: See Appendix A, page 221

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

OPERATING ENGINEERS (Heavy Equipment Operators)

OES 979560

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as bulldozer or crane.

Alternate Job Titles: Equipment Operator, Heavy Equipment Operator

Related DOT Codes: 859.683-010, 859.683-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a high school diploma or equivalent. Some have attended college (but not necessarily obtained a degree).

Training: Many firms allow training to substitute for work experience. Employers prefer applicants with 12 - 18 months apprenticeship training, (union or non-union) leading to certification as a Heavy Equipment Operator.

Experience: Most firms always require related work experience. They prefer applicants with 2 - 3 years experience as Laborers, Graders, Shovel and Backhoe Operators.

Skills rated "very important":

- Knowledge of safe operating procedures
- Good eye-hand-foot coordination
- Oral communication skills
- Ability to judge distances
- Good sense of balance
- Ability to read and follow instructions
- Ability to tolerate a noisy working environment
- Mechanical aptitude
- Knowledge of earth excavation techniques
- Ability to withstand weather extremes
- Ability to tolerate fumes and odors
- Ability to repair engine and perform routine maintenance
- Critical thinking
- Operating computerized equipment

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Supervisor, Foreman

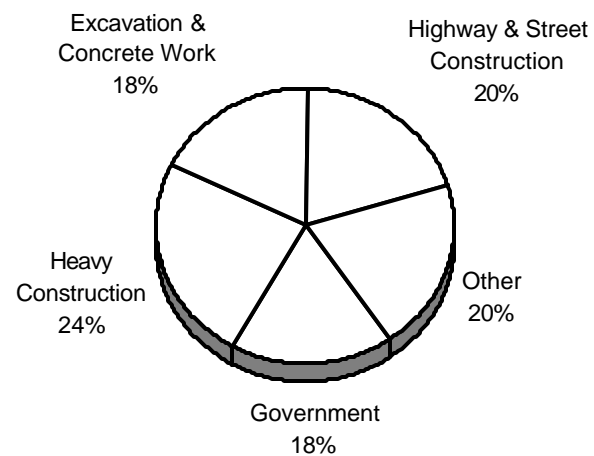
Nontraditional Occupation: Yes.
5% of workers in survey responses were female.

Turnover: Very low, 4% in the past 12 months.

Unionization: Yes. 31% of employers and 14% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	90%
Vision Insurance:	80%
Life Insurance:	40%
Paid Sick Leave:	10%
Paid Vacation:	90%
Retirement Plan:	70%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Unsolicited applicants, employee referrals, newspaper advertisements.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Operating Engineers (Heavy Equipment Operators)**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Operating Engineers work full-time, 42 hours per week.

Hourly Wages	Range *	Median *
New Hires, No Experience:	\$8.00 - 16.00	\$12.75
New Hires, With Experience:	\$12.00 - 22.50	\$16.00
After Three Years With the Firm:	\$16.00 - 33.00	\$20.00

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662
OES Growth Projections: New jobs through 2004: 250
Separations to 2004: 180
 *Total Openings: 430

New Job Growth Rate: 24.0%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years because of new construction contracts.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 221

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

OPHTHALMIC TECHNICIANS

A Sub Part of DOT 078.361-038

Ophthalmic Technicians test and measure eye function to assist Ophthalmologist to diagnose and treat eye disorders and disease: they test patient's far and/or near acuity, peripheral vision, depth perception and color perception to assist Ophthalmologist to diagnose and treat eye disorders and disease. Examine eye for abnormalities of cornea and anterior and posterior chambers. Apply drops to anesthetize, dilate or medicate eyes (glaucoma test). Measure axial length of eye. Perform other tests and measurements as requested by physician. They give instructions to patients concerning eye care. May supervise other technicians.

Alternate Job Titles: Ophthalmic Assistant, Certified Retinal Ophthalmic Technician

Related DOT Codes: 143.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Recent hires had either some college (but not necessarily a degree), an associate degree or a bachelor degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 12 months of training and possess an Ophthalmic Technician Certificate.

Experience: Many firms usually require related work experience. They prefer applicants with 6 - 12 months experience as an Ophthalmic / Optometric Assistant or Ophthalmic Technician.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Ability to work independently
- Ability to apply eye drops to patients
- Ability to give eye care instructions to patients
- Customer service and interpersonal skills
- Ability to do precision work
- Basic math skills
- Ability to administer eye exams to patients
- Knowledge of eye diseases
- Knowledge of refractive techniques
- Knowledge of refraction and visual field testing
- Ability to work as a team member
- Operating room skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Office Manager

Nontraditional Occupation: No.
85% of workers in survey responses were female.

Turnover: Moderately high, 23% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Offices of Ophthalmologists
Speciality Eye Surgery Clinics

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	63%
Vision Insurance:	75%
Life Insurance:	38%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	38%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, industry newsletters.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Ophthalmic Technicians**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Ophthalmic Technicians work full-time, 40 hours per week and some work part-time, 26 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 13.00	\$9.75
New Hires, With Experience:	\$8.00 - 15.00	\$12.00
After Three Years With the Firm:	\$10.50 - 18.00	\$15.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202
OES Growth Projections: New jobs through 2004: 1,020
 Separations to 2004: 720
 *Total Openings: 1,740

Openings for Ophthalmic Technicians are included in the general classification of Health Care Professionals and Para-Professionals not elsewhere classified.

New Job Growth Rate: 20.5%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis

Education / Training Providers : See Appendix A, page 221

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PAINTER, PAPERHANGERS – CONSTRUCTION AND MAINTENANCE

OES 874020

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

Alternate Job Titles: Structural Steel Painters, Industrial Painters, Marine Painters, Journey Level Painters

Related DOT Codes: 840.381-010, 841.381-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (80%) require a high school diploma or equivalent. Some (20%) require less than a high school education.

Training: Most firms (64%) allow training to substitute for work experience. None require technical or vocational training.

Experience: Most firms (73%) do not require related work experience, but have a preference for applicants with 6 - 24 months prior experience. Some firms (23%) accept other occupational experience such as 6 -24 months as Commercial, Industrial or Structural Painters.

Skills rated "very important":

- Knowledge of safe working practices
- Ability to work on a team
- Ability to do routine and repetitive work
- Ability to pay attention to detail
- Roller painting skills
- Surface preparation skills
- Brush painting skills
- Ability to work under pressure and meet deadlines
- Ability to stand continuously for 2 or more hours
- Ability to use hand and power tools
- Ability to work independently
- Spray painting skills
- Ability to work from ladders and scaffolds
- Ability to use and read a tape measure
- Ability to tolerate dust and paint fumes
- Possession of a valid drivers license and reliable vehicle
- Oral communication skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Painter, Foreman, Supervisor, Quality Assurance Manager.

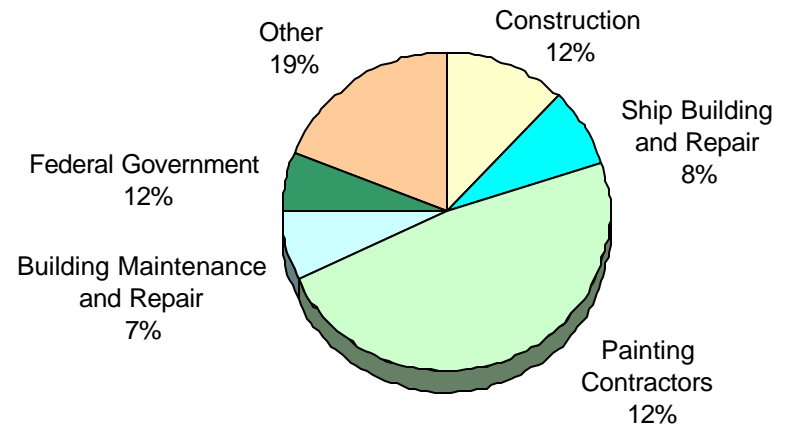
Nontraditional Occupation: Yes.
4% of workers in survey responses were female.

Turnover: Moderately high, 24% in the past 12 months.

Unionization: Yes. 7% of employers and 4% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	60%	13%	20%
Dental Insurance:	47%	13%	33%
Vision Insurance:	47%	13%	33%
Life Insurance:	47%	13%	33%
Paid Sick Leave:	53%	7%	33%
Paid Vacation:	60%	7%	27%
Retirement Plan:	40%	13%	40%
Child Care	0%	0%	93%

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, walk-in applicants.

Others include: Job fairs, job postings.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Painters**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (89%) Painters work full-time, 40 hours per week. A few (11%) work part-time, 27 hours per week.

Shifts: All employers (100%) report having day shifts. A few (7%) have swing or graveyard shifts.

Hourly Wages *	Range *	Median *
New Hires, No Experience:	\$5.75 - 7.50	\$6.00
New Hires, With Experience:	\$7.00 - 14.25	\$9.00
After Three Years With the Firm:	\$8.00 - 16.00	\$11.00

*Combined union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 700
 Separations to 2004: 430
 *Total Openings: 1,130

New Job Growth Rate: 28.3%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.
 8 project employment to grow and 7 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 221

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PARALEGAL PERSONNEL

OES 283050

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Alternate Job Titles: None

Related DOT Codes: 119.267-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have either a bachelor degree or an associate degree.

Training: Some firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years of paralegal training who have word processing, database and spreadsheet computer software skills.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years prior experience as a paralegal.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to comprehend legal information
- Ability to use a computer
- Oral communication skills
- Ability to work on a team
- Knowledge of legal terminology
- Knowledge of court proceedings
- Ability to work independently
- Problem solving skills
- Record keeping skills
- Certification as a Legal Assistant
- Ability to write effectively
- Willingness to work overtime and irregular hours
- Interpersonal skills
- On-line research skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Attorney with additional education and passing the Bar Exam.

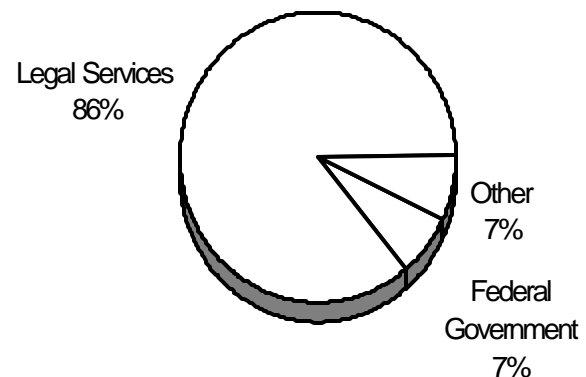
Nontraditional Occupation: No.
89% of workers in survey responses were female.

Turnover: Moderately low, 8% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	75%
Vision Insurance:	56%
Life Insurance:	75%
Paid Sick Leave:	94%
Paid Vacation:	94%
Retirement Plan:	63%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, private employment agencies, in-house promotion or transfer, Paralegal Association.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Paralegal Personnel**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Paralegal Personnel work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 15.50	\$13.00
New Hires, With Experience:	\$12.75 - 20.50	\$15.75
After Three Years With the Firm:	\$15.00 - 24.00	\$19.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662
OES Growth Projections: New jobs through 2004: 500
Separations to 2004: 90
 *Total Openings: 590

New Job Growth Rate: 38.5%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 221

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PERSONAL AND HOME CARE AIDES

OES 680350

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

Alternate Job Titles: Home Care Companions, Care Givers, Homemaker/Companions, Live-ins, Overnights, Personal Care Home Companions, Caretakers, Transporters

Related DOT Codes: 309.354-010, 359.573-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many firms require either less than a high school education (53%) or a high school diploma or equivalent (47%).

Training: Many firms (64%) allow 3 to 12 months home care training to substitute for work experience. A few firms (20%) require technical or vocational training.

Experience: Many firms (40%) do not require related work experience, but prefer applicants with 6 - 24 months prior experience. Some firms (30%) accept other occupational experience such as 6 - 12 months of nursing or medical experience.

Skills rated "very important":

- Ability to work with the elderly and disabled
- Ability to work independently
- Ability to handle emergencies
- Ability to provide personal care services
- Ability to read and follow instructions
- Observational skills
- Documentation skills
- Knowledge of infection control
- Ability to prepare meals
- Ability to provide housekeeping services
- Knowledge of patient transferring techniques
- Willingness to work part-time or on-call
- Willingness to work nights, weekends, holidays
- Regular use of a reliable vehicle
- Possession of a valid drivers license
- Oral communication skills
- Pass a pre-employment examination

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: (with additional education) Certified Home Health Aide, Certified Nurse Assistant, License Vocational Nurse, Registered Nurse and Office Manager

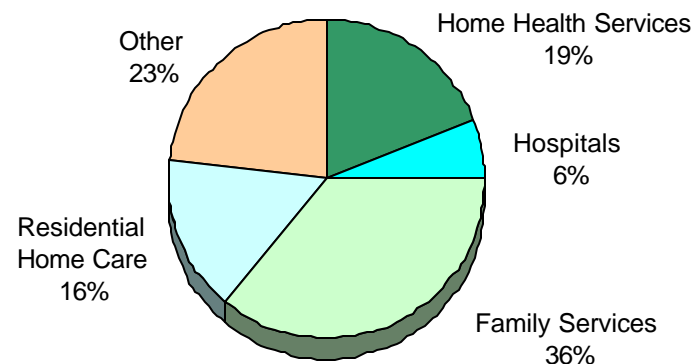
Nontraditional Occupation: No.
91% of workers in survey responses were female.

Turnover: Moderately high, 24% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

	Full-time Not Provided	Part-time Not Provided
Medical Insurance:	58%	67%
Dental Insurance:	75%	75%
Vision Insurance:	75%	75%
Life Insurance:	67%	75%
Paid Sick Leave:	75%	75%
Paid Vacation:	58%	58%
Retirement Plan:	67%	75%
Child Care	83%	92%

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, school and program referrals.

Others include: Trade journals, in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Personal and Home Care Aides**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Some Personal and Home Care Aides work full-time (36%), 40 hours per week; or part-time (38%), 25 hours per week; or on a temporary or on-call basis (22%), 21 hours per week.

Shifts: All employers (100%) report having day and swing shifts. Most (93%) also have graveyard shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$6.13
New Hires, With Experience:	\$6.25 - 8.00	\$7.00
After Three Years With the Firm:	\$7.00 - 10.00	\$8.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 580

Separations to 2004: 210

*Total Openings: 790

New Job Growth Rate: 43.0%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

14 project employment to grow and 1 expects employment to remain stable over the next two years.

Education / Training Providers: No formal education or training program for this occupation.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PERSONNEL TRAINERS

166227999

Personnel Trainers develop and conduct in-house training programs for employees of the organization for which they work. They confer with management to gain knowledge of work required training. They formulate training outlines and determine the most effective instructional methods such as: individual or group instruction, lectures, conferences, meetings and workshops. They select or develop training aids. They conduct training focused on topics such as: new employee orientation, on-the-job training, use of computers and software, sales techniques, health and safety practices, public relations, refresher training, promotional development, and leadership development. They may test trainees to measure progress and to evaluate effectiveness of training. They may specialize in developing instructional software.

Alternate Job Titles: Development Trainers, Organizational Effectiveness Specialists, Training Specialists/Analysts/Coordinators

Related DOT Codes: 166.167-054, 169.167-062, 166.221-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree and some have completed graduate studies.

Training: Most firms never allow training to substitute for work experience. Employers prefer applicants with word processing, spreadsheet, database, desktop publishing, Powerpoint and Internet software skills.

Experience: Most firms always require related work experience. They prefer applicants with 2 - 5 years prior experience as a Trainer, Educator, Teacher or Training Specialist.

Skills rated "very important":

- Customer service skills
- Oral communication and verbal presentation skills
- Ability to read and follow instructions
- Ability to operate a computer
- Ability to meet deadlines
- Interpersonal skills
- Ability to plan and organize training programs
- Ability to coordinate and direct staff development programs
- Ability to conduct training programs
- Ability to motivate employees
- Ability to use multimedia and visual aides in presentations
- Ability to work independently
- Ability to evaluate training programs and develop training manuals
- Ability to set up individualized training programs
- Ability to formulate company training policies
- Ability to manage a budget
- Ability to supervise staff

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Trainer, Associate Trainer, Training Specialist II, III, IV, and Training Manager.

Nontraditional Occupation: No.
72% of workers in survey responses were female.

Turnover: Moderately high, 26% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Jobs can be found in all industries both public and private such as:

- Finance
- Government
- Hospitality
- Manufacturing

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	86%
Life Insurance:	100%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	100%
Child Care:	7%
Other: 401-K plan, Profit Sharing, Yearly Bonus	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, employee referrals, newspaper advertisements, private employment agencies, professional recruiters, and Internet web site.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Personnel Trainers**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Personnel Trainers work full-time, 41 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$11.00 - 28.75	\$14.38
New Hires, With Experience:	\$13.50 - 38.25	\$19.18
After Three Years With the Firm:	\$16.50 - 48.00	\$25.57

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

8 project employment to grow and 7 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 222

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PHARMACY TECHNICIANS

OES 325180

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Alternate Job Titles: Pharmacy Computer Assistants, Pharmacy Clerks, Pharmaceutical Assistant

Related DOT Codes: 074.382-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many firms require an associate degree (44%) or require a high school diploma or equivalent (56%).

Training: Almost all firms (89%) allow training to substitute for work experience. Many firms (56%) require technical or vocational training. Training in formal Pharmacy Technician programs is 720 hours. A few employers provide on-the-job training lasting up to 1200 hours. Employers prefer applicants with database computer software skills. Pharmacy Technicians are licensed by the Board of Pharmacy.

Experience: Some firms (31%) require related work experience. They prefer 6-24 months prior experience. No firms accept other occupational experience.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to pay close attention to detail
- Oral communication skills
- Ability to follow regulations and reporting requirements
- Public contact and customer service skills
- Ability to stand for long periods of time
- Ability to prepare, package and distribute medications
- Basic math skills
- Ability to measure and calculate using metrics
- Ability to work under pressure
- Ability to work with close supervision
- Ability to work independently
- Knowledge of medical and pharmaceutical terminology
- Ability to calculate weights and measures
- Ability to apply sterilization and aseptic techniques
- Record keeping skills
- Good eyesight and color vision
- Ability to prepare intravenous (IV) packs

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Pharmacy Technician, Pharmacy Technician II, Pharmacist (with additional education).

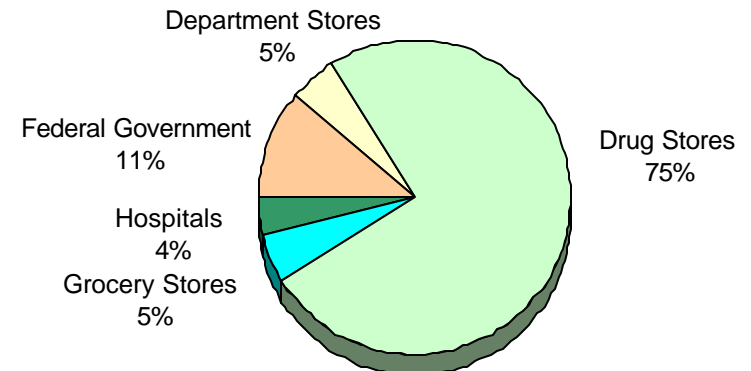
Nontraditional Occupation: No.
79% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: Yes. 31% of employers and 50% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	56%	6%	6%
Dental Insurance:	50%	6%	13%
Vision Insurance:	50%	6%	13%
Life Insurance:	38%	6%	25%
Paid Sick Leave:	44%	6%	19%
Paid Vacation:	50%	6%	13%
Retirement Plan:	50%	6%	13%
Child Care	0%	6%	63%

Other employer specified: 401-K Plan

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, school and program referrals.

Others include: Walk-in applicants, Regional Occupational Programs, internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Pharmacy Technicians**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Most (70%) Pharmacy Technicians work full-time, 40 hours per week. Some (23%) work part-time, 20 hours per week and a few (7%) work on a temporary or on-call basis, 17 hours per week.

Shifts: All employers (100%) report having day shifts. Many (38%) also have swing shifts.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$6.00 - 7.50 \$6.75 - 9.00	\$6.75 \$7.00
New Hires, With Experience: Union:	\$6.50 - 13.15 \$7.50 - 12.00	\$11.00 \$8.00
After Three Years With the Firm: Union:	\$9.00 - 15.81 \$9.50 - 14.00	\$12.00 \$10.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 110

Separations to 2004: 100

*Total Openings: 210

New Job Growth Rate: 15.7%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

11 project employment to grow and 5 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 222

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PHYSICAL THERAPISTS

OES 323080

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength and decrease or prevent deformity and crippling.

Alternate Job Titles: Registered Physical Therapists

Related DOT Codes: 076.121-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree. A few had completed a graduate study degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with word processing, database and spreadsheet software skills. Physical Therapists are licensed by the State Physical Therapy Examining Committee.

Experience: Many firms usually require related work experience. They prefer applicants with 1 - 3 years experience as a Licensed Physical Therapist.

Skills rated "very important":

- Customer service skills
- Interpersonal skills
- Observation and evaluation skills
- Possession of Physical Therapist license
- Ability to observe and record patient progress
- Knowledge of anatomy and physiology
- Knowledge of nerve, joint and bone diseases
- Ability to plan patient treatment program
- Ability to supervise aides and assistants
- Ability to motivate patients
- Ability to lift and move patients
- Good physical condition
- Knowledge of massage techniques
- Documentation and record keeping skills
- Keeping current on new treatment technologies
- Billing procedures

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Clinical Specialist, and Department Supervisor/Manager.

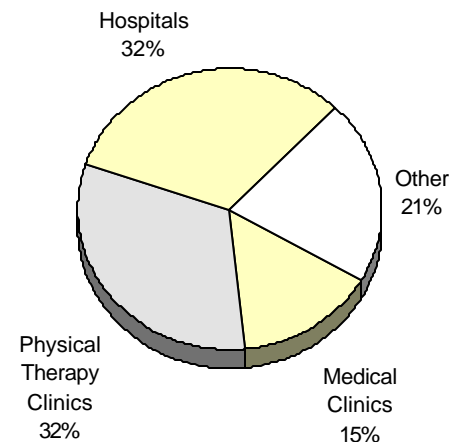
Nontraditional Occupation: No.
61% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	80%	13%
Dental Insurance:	67%	13%
Vision Insurance:	47%	13%
Life Insurance:	60%	13%
Paid Sick Leave:	67%	7%
Paid Vacation:	80%	7%
Retirement Plan:	80%	7%
Child Care:	7%	---
Other: 401-K Plan		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, public school or program referrals, unsolicited applicants, and industry referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Physical Therapists**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many Physical Therapists work full-time, 40 hours per week. Some work on a temporary or on call basis, 25 hours per week. A few work part-time, 17 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.50 - 24.00	\$19.00
New Hires, With Experience:	\$16.75 - 26.00	\$21.89
After Three Years With the Firm:	\$19.25 - 31.00	\$27.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - less than 1,662

OES Growth Projections: New jobs through 2004: 220

Separations to 2004: 70

*Total Openings: 290

New Job Growth Rate: 26.5%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

10 expect employment to remain stable, 6 project employment to grow and 1 expects employment to decline over the next three years.

Education / Training Providers: See Appendix A, page 223

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PHYSICIANS' ASSISTANTS

OES 325110

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses, or Ambulance Attendants whose training is limited to the application of first aid.

Alternate Job Titles: None reported.

Related DOT Codes: 079.364-018

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All firms(100%) require a bachelor degree. Many (45%) require completed graduate studies.

Training: No firms allow training to substitute for work experience. A few (18%) employers also prefer 2 year internships and applicants with database and word processing software skills. Almost all (82%) firms do not require technical or vocational training. Licensing is by the Physicians Assistant Examining Committee.

Experience: All firms (100%) require 2 - 5 years related work experience. Almost all (90%) do not accept other occupational experience. Responding employers report not hiring inexperienced applicants.

Skills rated "very important":

- Ability to interview patients for information
- Oral communication skills
- Ability to read and follow instructions
- Ability to follow oral instructions
- Ability to pass Physician Assistant certifying exam
- Knowledge of infection control
- Ability to work under pressure and handle crisis situations
- Record keeping skills
- Ability to work independently
- Ability to interpret test results
- Willingness to work nights, weekends and holidays or be on-call
- Basic math skills
- Ability to perform comprehensive physical examination
- Ability to instruct and counsel patient
- Ability to stand for long periods of time
- Ability to assist in surgery
- Ability to write legibly
- Ability to administer diagnostic and laboratory tests

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Medical Doctor (with additional education).

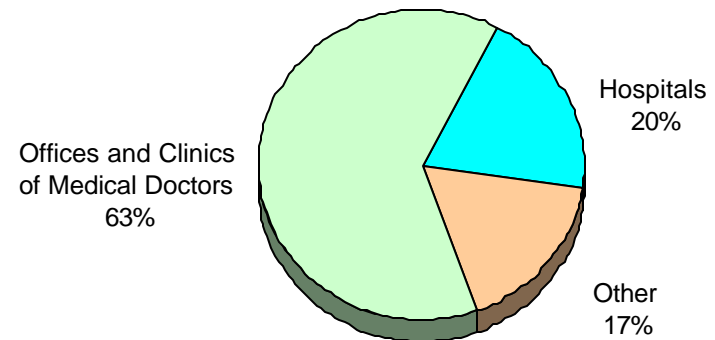
Nontraditional Occupation: No.
40% of workers in survey responses were female.

Turnover: Moderately high, 30% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>Ever Pays All</u>	<u>Not Provided</u>
Medical Insurance:	91%	0%
Dental Insurance:	64%	27%
Vision Insurance:	64%	27%
Life Insurance:	73%	18%
Paid Sick Leave:	91%	0%
Paid Vacation:	91%	0%
Retirement Plan:	55%	36%
Child Care:	27%	64%
Other employer specified: 401-K Plan, Education Reimbursement, Profit sharing		

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Trade journals, employee referrals, newspaper advertisements.

Others include: Internet, colleges and universities.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Physicians' Assistants**

Experienced applicants: **No competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (85%) Physicians' Assistants work full-time, 42 hours per week. A few (10%) work part-time, 25 hours per week; or on a temporary or on-call basis (5%), 20 hours per week.

Shifts: Almost all employers (82%) report having day shifts. Some (27%) also have swing shifts and a few (18%) have employees on call 24 hours a day.

Hourly Wages	Range	Median
New Hires, No Experience:	Not available	Not available
New Hires, With Experience:	\$21.10 - 26.00	\$23.97
After Three Years With the Firm:	\$26.01 - 43.15	\$33.80

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 50

Separations to 2004: 30

*Total Openings: 80

New Job Growth Rate: 17.9%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

11 employers provided data to develop this profile.

7 project employment to remain stable and 4 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 223

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PLUMBERS, PIPEFITTERS AND STEAMFITTERS

OES 875020

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

Alternate Job Titles: Apprentice Plumbers, Journey Level Plumbers/Pipefitters/Steamfitters, Sprinkler Fitters

Related DOT Codes: 862.261-010, 862.381-030, 862.681-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All firms (100%) require a high school diploma or equivalent.

Training: Some firms (33%) require technical or vocational training. Most firms (73%) allow training at a technical school or building trades sponsored program to substitute for work experience.

Experience: Some firms (33%) require related work experience. They prefer applicants with 6 - 36 months experience. No firms accept other occupational experience.

Skills rated "very important":

- Knowledge of safe working practices and safety gear
- Ability to read and follow instructions
- Ability to use hand tools and power tools
- Ability to lift 50 lbs.
- Ability to work on a team
- Oral communication skills
- Possession of a valid drivers license
- Pipefitting skills
- Ability to work independently
- Ability to stand continuously for 2 or more hours
- Ability to work in cramped or uncomfortable positions
- Soldering and welding skills
- Knowledge of shop mathematics
- Possession of mechanical aptitude
- Ability to work under pressure and meet deadlines
- Completion of apprenticeship training
- Ability to read and interpret blueprints

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Pipefitter, Foreman, Supervisor, Planning Supervisor, Quality Control Engineer.

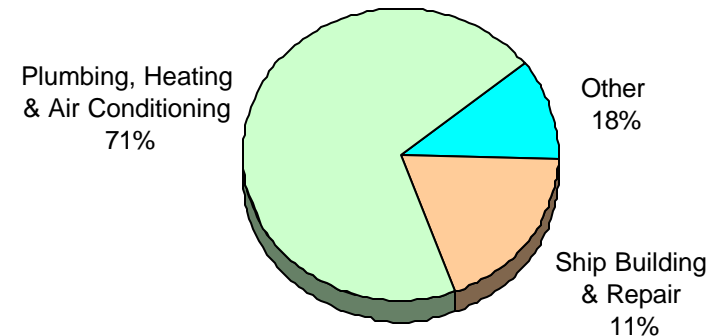
Nontraditional Occupation: Yes.
1% of workers in survey responses were female.

Turnover: Very low, 4% in the past 12 months.

Unionization: Yes. 13% of employers and 53% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	43%	36%	14%
Dental Insurance:	29%	36%	29%
Vision Insurance:	14%	29%	50%
Life Insurance:	21%	21%	50%
Paid Sick Leave:	29%	7%	59%
Paid Vacation:	57%	7%	36%
Retirement Plan:	36%	21%	36%
Child Care	0%	0%	100%

Other employer specified: 401-K Plan, Profit Sharing

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, walk-in applicants.

Others include: Referrals from contractors, layoffs from other companies, School-to-Career trainees, union hall referrals, school and program referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Plumbers, Pipefitters, and Steamfitters**

Experienced applicants: No competition in job search

Inexperienced applicants: No competition in job search

HOURS, SHIFTS AND WAGES

Average Weekly Hours: All (100%) Plumbers, Pipefitters, and Steamfitters work full-time, 42 hours per week.

Shifts: All employers (100%) report having day shifts. Some (20%) also have graveyard shifts and swing shifts (20%).

Hourly Wages *	Range *	Median *
New Hires, No Experience:	\$7.00 - 9.50	\$9.00
New Hires, With Experience:	\$10.00 - 17.00	\$13.25
After Three Years With the Firm:	\$14.00 - 25.00	\$17.00

*Combined union and non-union wages, some employers may also pay commissions.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 900

Separations to 2004: 660

*Total Openings: 1,560

New Job Growth Rate: 22.7%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook

15 employers provided data to develop this profile.

10 project employment to grow and 5 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 223

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PROBATION and PAROLE OFFICERS

Sub Part of DOT 195.107-046

Probation and Parole Officers counsel juvenile or adult offenders in activities related to legal conditions of probation or parole. Confer with offender, legal representatives, family and other concerned persons. Review legal documents of offender to conduct prehearing or presentencing investigations and rehabilitation plan. They compile reports, testify in court and make recommendations concerning conditional release or institutionalization of offenders. Informs offender or guardian of legal requirements of conditional release. They may counsel offender and family or guardian and may help offender secure education and employment. Refer offender to community resources for rehabilitation assistance. Evaluate offender's progress on follow-up visits to home, school and worksite.

Alternate Job Titles: Correctional Deputy Probation Officer

Related DOT Codes: None

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have an associate degree. Some have a bachelor degree.

Training: All reporting employers sometimes allow training to substitute for work experience. Employers prefer applicants with word processing software skills.

Experience: Many firms usually require related work experience. Employers prefer applicants with 2 years experience as a Correctional Counselor / Officer or Probation Officer.

Skills rated "very important":

- Ability to read legal documents and enforce court orders
- Ability to evaluate offender progress
- Willingness to be on call 24 hours a day
- Ability to plan ahead and meet deadlines
- Customer service and interpersonal skills
- Pass a physical abilities test
- Ability to work independently
- Oral communication skills
- Ability to read and follow instructions
- Ability to conduct investigations
- Ability to interview others for information
- Ability to give testimony in court
- Knowledge of court procedures
- Ability to write detailed reports
- Knowledge of local social service agencies
- Ability to give counsel to offender or family members
- Age 21 and have California drivers license
- Computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Probation Officer, Probation Supervisor.

Nontraditional Occupation: No.
45% of workers in survey responses were female.

Turnover: Very low, 3% in the past 12 months.

Unionization: Yes. 100% of employers and 100% of employees surveyed.

WHERE THE JOBS ARE

County Government
State Government
Federal Government

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	50%
Vision Insurance:	50%
Life Insurance:	0%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	100%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, employee referrals, Employment Development Department, newspaper advertisements, unsolicited applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Probation and Parole Officers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat Competitive**

HOURS AND WAGES

Average Weekly Hours: All Probation and Parole Officers work full-time, 40 hours per week.

Hourly Wages - Union	Range	Median
New Hires, No Experience:	\$12.00 - 16.00	\$14.00
New Hires, With Experience:	\$17.25 - 17.50	\$17.25
After Three Years With the Firm:	\$19.25 - 21.25	\$20.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323
OES Growth Projections: New jobs through 2004: 450
 Separations to 2004: 290
 740

Openings for Probation and Parole Officers are included in the general classification of Social Workers - except medical and psychiatric.

New Job Growth Rate: 13.2%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : All responding employers project employment to grow over the next three years.

Employer Responses: 2 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 223

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PUBLIC RELATIONS MANAGERS

Sub part of OES 130110

Public Relations Managers plan, organize and direct public relations activities to create and maintain a favorable public image of an organization through development and communication of information designed to keep the public informed of employer's programs, accomplishments, or point of view. They prepare and distribute fact sheets, news releases, photographs, scripts, motion picture or tape recordings to media representatives and other persons interested in learning about or publicizing an employer's activities or message. They purchase advertising space and time, conduct public contact programs, promote good will through such publicity efforts as: public speeches, exhibits, films, tours and question / answer sessions. They may represent employer at public, social and business gatherings. They may direct the activities of subordinates.

Alternate Job Titles: Account Executive, Public Relations Specialist

Related DOT Codes: 163.117-022, 164.117-010, 164.167-010, 165.167-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a bachelor degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years training as a journalist or experience from a public relations internship and having word processing, database, spreadsheet, desktop publishing and internet software skills.

Experience: Many firms sometimes require related work experience. They prefer applicants with 1 - 2 years experience as an Account Executive or Public Relations Assistant.

Skills rated "very important":

- Effective writing skills
- Ability to read and follow instructions
- Ability to maintain good customer relations
- Oral communication skills
- Ability to meet deadlines
- Public speaking skills
- Ability to supervise or manage multiple priorities
- Ability to handle unexpected situations
- Ability to develop and implement company marketing plan
- Ability to direct promotion of special events
- Customer service skills

OCCUPATIONAL CHARACTERISTICS

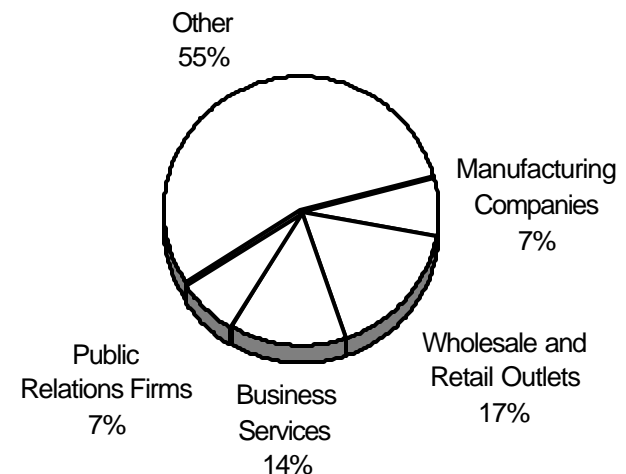
Career Ladders: Promote to: Account Executive, Supervisor.

Nontraditional Occupation: No.
57% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	62%
Vision Insurance:	46%
Life Insurance:	54%
Paid Sick Leave:	77%
Paid Vacation:	85%
Retirement Plan:	38%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, in-house promotion or transfer, unsolicited applicants, professional organizations, job hotlines

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Public Relations Managers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Public Relations Managers work full-time, 43 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 14.50	\$9.75
New Hires, With Experience:	\$9.00 - 20.50	\$13.25
After Three Years With the Firm:	\$13.75 - 24.00	\$18.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202
OES Growth Projections: New jobs through 2004: 1,360
 Separations to 2004: 630
 *Total Openings: 1,990

Openings for Public Relations Managers are included in the general classification of Marketing, Advertising and Public Relations Managers.

New Job Growth Rate: 30.5%*. Projected growth is faster than the county-wide average of 17.7%*.
 *7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 224

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS

OES 340080

Public Relations Specialists and Publicity Writers include workers concerned with promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communication media, they also prepare and arrange displays, making speeches, and performing related publicity efforts.

Alternate Job Titles: Account Executive, Public Relations Coordinator, Special Events Publicists, Publications Writer, Account Supervisor, Business Development Specialist, Account Coordinator, Public Affairs Specialist, Client Executive, Public Relations Associate, Publicists

Related DOT Codes: 165.167-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (91%) require a bachelor degree. A few (9%) require an associate degree.

Training: Many firms (47%) allow training to substitute for work experience. Some firms (27%) require technical or vocational training. Employers prefer applicants with word processing, spreadsheet, database and desktop publishing computer software skills.

Experience: Almost all firms (82%) require 1 - 3 years prior work experience. Many firms (42%) accept other occupational experience such as 1 - 3 years experience in marketing, journalism, communications or as a news reporter.

Skills rated "very important":

English grammar and spelling skills
 Ability to meet deadlines
 Oral communication skills
 Ability to pay attention to detail
 Ability to express thoughts clearly and simply
 Ability to work under pressure
 Ability to write news articles, press releases and fact sheets
 Ability to work independently
 Ability to read and follow instructions
 Ability to work as a team
 Ability to build positive relationships with community organizations
 Ability to coordinate production of advertisements or promotions
 Knowledge of local and/or national media representatives
 Ability to write legibly
 Willingness to work long hours
 Research skills
 Public speaking ability

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Assistant/Senior Account Executive, Account Manager, Account Executive Supervisor, Public Relations Coordinator, Assistant/Associate Director.

Nontraditional Occupation: No.
 62% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry

Advertising Agencies
 Colleges and Universities
 Consulting Services
 Financial Institutions
 Hospitals and Clinics
 Hospitality Industry
 Local and Federal Government
 Public Relations Firms
 Religious, Civic and Social Organizations
 Research Organizations

FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	68%	14%	18%
Dental Insurance:	36%	9%	55%
Vision Insurance:	32%	5%	64%
Life Insurance:	45%	5%	50%
Paid Sick Leave:	82%	5%	14%
Paid Vacation:	86%	5%	9%
Retirement Plan:	50%	9%	41%
Child Care	5%	5%	91%
Other employer specified: 401-K Plan, Paid Parking, Cell Phone, Profit Sharing, Education Reimbursement			

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, internet.

Others include: Colleges and universities, networking, internships, trade journals, job line, career fairs.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Public Relations Specialists**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (90%) Public Relations Specialists workfull-time, 42 hours per week. A few (10%) work part-time, 19 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.63 - 11.51	\$10.00
New Hires, With Experience:	\$9.59 - 15.34	\$12.55
After Three Years With the Firm:	\$11.77 - 20.00	\$16.35

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 150

Separations to 2004: 200

*Total Openings: 350

New Job Growth Rate: 21.1%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

22 employers provided data to develop this profile.

12 project employment to grow and 10 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 224

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

REGISTERED NURSES

OES 325020

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Alternate Job Titles: Clinical Nurse

Related DOT Codes: 075.124-010, 075.264-010, 075.364-010, 075.371-010,

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have an associate degree; some have a bachelor degree.

Training: Many firms sometimes allow training to substitute for work experience. They prefer applicants with 2 - 4 years training, a CPR Certificate and a license from the State Board of Registered Nursing.

Experience: Most firms always require related work experience. They prefer to hire applicants with 2 - 3 years prior nursing experience.

Skills rated "very important":

- Ability to handle crisis situations
- Ability to work under pressure
- Problem solving skills
- Ability to read and follow instructions
- Ability to take vital signs
- Ability to provide personal services to patients
- Documentation and record keeping skills
- Ability to work on a team
- Record keeping skills
- Ability to move patients
- Willingness to work nights, weekends and irregular hours
- CPR and IV skills
- Knowledge of infection control (asepsis)
- Critical care and trauma skills
- Knowledge of operating room technology
- Ability to deal with pain and suffering
- Basic computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Nurse Supervisor, Unit Director, Director of Nursing.

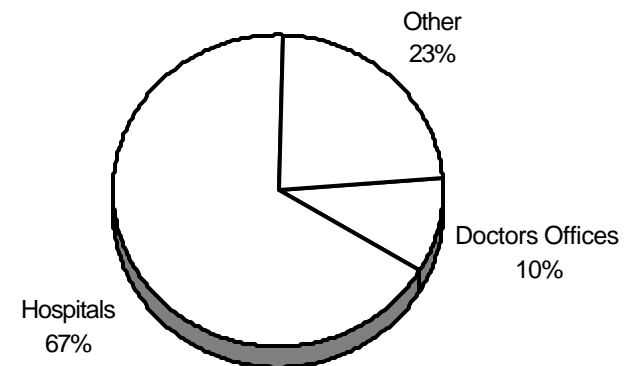
Nontraditional Occupation: No.
83% of workers in survey responses were female.

Turnover: Very low, 4% in the past 12 months.

Unionization: Yes. 13% of employers and 40% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	79%
Life Insurance:	86%
Paid Sick Leave:	93%
Paid Vacation:	86%
Retirement Plan:	79%
Child Care:	7%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, unsolicited applicants, employee referrals, in-house promotion or transfer, nurses registry, web site.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Registered Nurses**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Registered Nurses work full-time, 40 hours per week. Some work on a on-call basis, 21 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union	\$10.00 - 18.00 \$15.00 - 16.00	\$15.50 \$15.50
New Hires, With Experience: Union	\$13.00 - 22.00 \$16.75 - 17.00	\$16.00 \$17.00
After Three Years With the Firm: Union	\$16.00 - 32.00 \$18.50 - 19.75	\$20.00 \$19.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 1,870
Separations to 2004: 1,510
 *Total Openings: 3,380

New Job Growth Rate: 12.0%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to remain stable and some expect to grow over the next three years because of the addition of new facilities.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 224

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ROOFERS

OES 878080

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers and others tools. They may spray roofs, sidings and walls with material to bind, seal, insulate or soundproof sections of structures.

Alternate Job Titles: Journey Level Roofers, Shinglers, Tilemen, Kettlemen, Hot Crewmen, Repairmen

Related DOT Codes: 866.381-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many firms require either a high school diploma or equivalent (56%) or less than a high school education (44%) .

Training: Some firms (36%) allow training to substitute for work experience.

Experience: Many firms (50%) do not require, but prefer applicants with related work experience or completed apprenticeship programs.

Skills rated "very important":

- Ability to work from ladders and scaffolds (good balance)
- Ability to work in extreme weather conditions
- Ability to do heavy lifting and strenuous work
- Knowledge of roofing materials
- Oral communication skills
- Ability to work under pressure
- Ability to plan and supervise work of others
- Ability to work independently
- Knowledge of waterproofing foundation walls and floors
- Familiar with applying asphalt, tar or gravel to roofs
- Knowledge of first aid and CPR
- Minor carpentry skills
- Knowledge of safe working procedures
- Ability to use small hand tools
- Ability to provide own hand tools and transportation

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Foreman, Supervisor, Crew Chief, Estimator, Sales Representative.

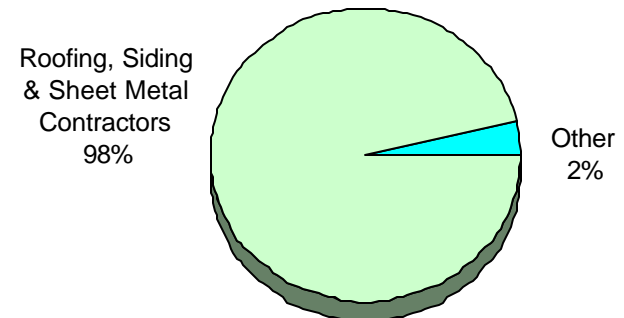
Nontraditional Occupation: Yes.
6% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: Yes. 6% of employers and 16% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	33%	27%	27%
Dental Insurance:	7%	7%	73%
Vision Insurance:	7%	0%	80%
Life Insurance:	7%	0%	80%
Paid Sick Leave:	13%	0%	73%
Paid Vacation:	33%	0%	53%
Retirement Plan:	0%	7%	80%
Child Care	0%	0%	87%

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Walk-in applicants, employee referrals, newspaper advertisements.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Roofers**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Many (58%) Roofers work full-time, 38 hours per week. Some (30%) work part-time, 25 hours per week. A few work on a temporary or on-call basis (7%), 25 hours per week or on a seasonal basis (5%) 34 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages *	Range *	Median *
New Hires, No Experience:	\$5.75 - 9.00	\$7.50
New Hires, With Experience:	\$6.50 - 17.00	\$10.00
After Three Years With the Firm:	\$8.00 - 20.00	\$14.50

*Combined union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 380

Separations to 2004: 300

*Total Openings: 680

New Job Growth Rate: 29.7%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

10 project employment to grow and 6 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 225

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

OES 490080

SALES REPRESENTATIVES, EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL

Sales Representatives, Except Scientific and Related Products and Services, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

Alternate Job Titles: Sales Specialist, Field Sales Engineer, Area Sales Representative, Contract Sales Director, Outside Sales Representatives, Account Executive, Account Manager, Major Systems Representative, Customer Service Representative, Sales Manager

Related DOT Codes: 260.357-014, 274.357-034, 275.357-034, 277.357-026, 279.357-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most firms (61%) require a high school diploma or equivalent. Some (28%) require a bachelor degree and a few (11%) require an associate degree.

Training: Some firms (39%) allow training to substitute for work experience. Few firms (6%) require technical or vocational training. Employers prefer applicants with word processing, spreadsheet and database computer software skills.

Experience: Most firms (61%) require 6 -36 months related work experience. Most firms (61%) accept other occupational experience such as 6 - 24 months in retail/wholesale sales or customer service.

Skills rated "very important":

- Oral communication skills
- Interpersonal and customer service skills
- Knowledge of company products
- Ability to work under pressure
- Organizational skills
- Willingness to work on a commission basis
- Willingness to work long hours
- Ability to work independently
- Ability to develop sales leads and new accounts
- Ability to provide own transportation
- Negotiation skills
- Ability to display or demonstrate product
- Business math skills
- Record keeping skills
- Positive attitude

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Sales Manager, District Sales Manager, Regional Sales Manager, Customer Service Representative, Account Manager.

Nontraditional Occupation: No.
34% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry

- Building Materials
- Business Services
- Clothing Manufacturers
- Computers, Software and Office Equipment
- Electronic Parts and Equipment
- Groceries and Related Products
- Help Supply Services
- Industrial Machinery
- Medical and Hospital Supplies and Equipment
- Motor Vehicle Supplies and Parts
- Pharmaceuticals
- Sporting and Athletic Goods

FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	56%	44%	0%
Dental Insurance:	50%	44%	6%
Vision Insurance:	39%	44%	17%
Life Insurance:	56%	28%	17%
Paid Sick Leave:	65%	33%	0%
Paid Vacation:	67%	33%	0%
Retirement Plan:	50%	33%	17%
Child Care	0%	6%	94%
Other employer specified: 401-K Plan, Company Car, Paid Holidays, Disability Insurance, Expense Account, Stock Purchase Plan, Employee Assistance Program			

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer.

Others includes: Internet, customer referrals, trade journals, job fairs.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Sales Representatives**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (82%) Sales Representatives work full-time, 43 hours per week. A few work part-time (14%), 34 hours per week or on a temporary or on-call basis (4%), 25 hours per week.

Shifts: All employers (100%) report having day shifts. A few also have swing shifts.

Hourly Wages	Range	Median
New Hires, No Experience: With commissions & bonus	\$9.00 - 16.06 \$9.54 - 17.84	\$10.36 \$12.10
New Hires, With Experience: With commissions & bonus	\$6.44 - 21.31 \$9.68 - 29.44	\$13.04 \$17.19
After Three Years With the Firm: With commissions & bonus	\$7.36 - 19.61 \$13.86 - 42.61	\$14.20 \$25.13

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - More than 7,202

OES Growth Projections: New jobs through 2004: 1,120

Separations to 2004: 1,250

*Total Openings: 2,370

New Job Growth Rate: 15.9%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook

18 employers provided data to develop this profile.

11 project employment to grow and 7 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 225

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SECRETARIES - EXCEPT LEGAL AND MEDICAL

OES 551080

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

Alternate Job Titles: Secretary/Receptionists, Administrative Assistants, Executive Assistants

Related DOT Codes: 201.362-022, 201.362-030

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have some college (but not necessarily a degree). A few have a high school diploma or equivalent.

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 year secretarial training and a typing certificate who have word processing, spreadsheet, database, desktop publishing and Internet software skills.

Experience: Most firms always require related work experience. They prefer applicants with 6 months - 2 years prior experience as a Receptionist, Administrative Clerk or Administrative Assistant.

Skills rated "very important":

- Oral communication skills
- Ability to read and follow instructions
- Telephone answering skills
- Ability to use word processing software
- Ability to work independently
- Interpersonal skills
- English grammar, spelling, and punctuation skills
- Ability to write effectively
- Record keeping skills
- Well groomed
- Ability to maintain an appointment calendar
- Ability to work under pressure
- Alphabetic and numeric filing skills
- Ability to write legibly
- Ability to type at least 60 wpm

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Human Resource Assistant, Administrative Secretary, and Office Supervisor/Manager.

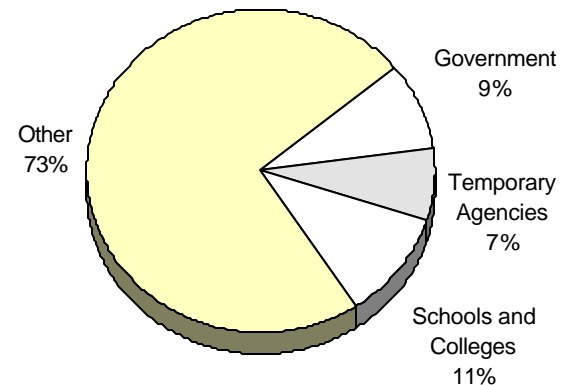
Nontraditional Occupation: No.
88% of workers in survey responses were female.

Turnover: Moderate low, 20% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	81%
Vision Insurance:	38%
Life Insurance:	88%
Paid Sick Leave:	88%
Paid Vacation:	100%
Retirement Plan:	75%
Child Care:	6%
Other: 401-K Plan, 125 Cafeteria Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, private employment agency, in-house promotion or transfer, Employment Development Department, San Diego Career Center Network, and Community Based Organizations.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Secretaries**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Secretaries work full-time, 40 hours per week. For flexible working options, many secretaries work on a temporary or on call basis, 40 hours per week in employment opportunities through temporary employment agencies.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 10.50	\$9.35
New Hires, With Experience:	\$7.00 - 13.25	\$11.50
After Three Years With the Firm:	\$9.00 - 17.25	\$14.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above

OES Growth Projections: New jobs through 2004: 900

Separations to 2004: 2,220

*Total Openings: 3,120

New Job Growth Rate: 4.9%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook

16 employers provided data to develop this profile.

9 expect employment to remain stable and 7 project employment to grow over the next three years.

Education / Training Providers: See Appendix A, page 213

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SECRETARIES, LEGAL

OES 551020

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

Alternate Job Titles: None

Related DOT Codes: 201.362-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree) or an associate degree.

Training: Many firms never allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years legal secretarial training including word processing software skills.

Experience: Most firms usually require related work experience. They prefer applicants with 1 - 2 years prior legal secretary experience.

Skills rated "very important":

- Ability to type 60 words per minute
- Ability to use word processing software
- Ability to work under pressure and meet deadlines
- Ability to read and follow instructions
- Oral communication skills
- Telephone answering skills
- Ability to follow law office procedures
- Ability to maintain an appointment calendar
- Interpersonal skills
- Ability to operate a transcribing machine
- Public contact and customer service skills
- Ability to write legibly
- Organizational skills
- Flexibility
- Internet or on-line research skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Paralegal with education.

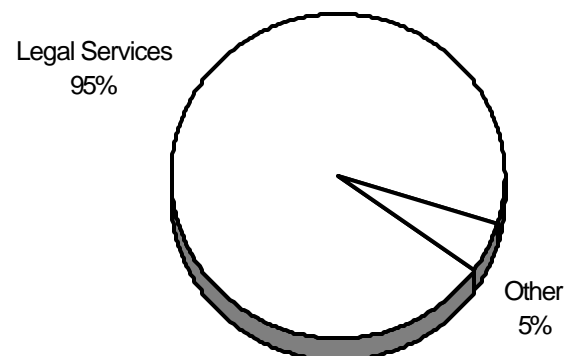
Nontraditional Occupation: No.
97% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: Yes. 6% of employers surveyed and 3% of employees.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	89%
Dental Insurance:	72%
Vision Insurance:	44%
Life Insurance:	61%
Paid Sick Leave:	89%
Paid Vacation:	94%
Retirement Plan:	56%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, in-house promotion or transfer, unsolicited applicants, employment agencies, trade publications or legal newspapers.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Legal Secretaries**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Legal Secretaries work full-time, 38 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$7.00 - 17.25	\$13.25
New Hires, With Experience:	\$9.00 - 21.75	\$14.75
After Three Years With the Firm:	\$14.00 - 24.25	\$17.25

*Includes union and non-union wages.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 90

Separations to 2004: 220

*Total Openings: 310

New Job Growth Rate: 5.0%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 18 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 216

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SECRETARIES, MEDICAL

OES 551050

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

Alternate Job Titles: Medical Front Office Assistants, Medical Administrative Assistants, Medical Receptionists, Front Office Staffer

Related DOT Codes: 201.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent and a few have some college (but not necessarily a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 6 - 12 months medical office training with a certificate and have word processing software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 1 year experience as a General Secretary, Front Office Staffer or Medical Intern.

Skills rated "very important":

- Ability to work as part of a team
- Interpersonal skills
- Oral communication skills and telephone answering skills
- Ability to work independently
- Ability to maintain an appointment calendar
- Ability to read and follow instructions
- Ability to write legibly
- Ability to complete and explain medical insurance forms
- Alphabetic and numeric filing skills
- Good spelling, punctuation and grammar
- Ability to use a personal computer
- Ability to maintain medical records and charts
- Ability to operate office equipment
- Ability to follow billing procedures
- Neat clean appearance
- Willingness to work flexible hours
- Knowledge of health insurance plans

OCCUPATIONAL CHARACTERISTICS

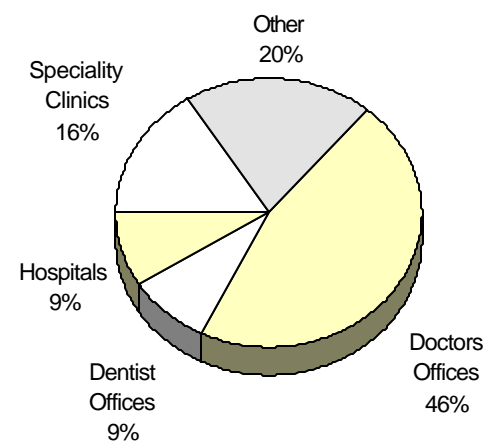
Career Ladders: Promote to: Insurance Biller, Medical Assistant with training, and Office Supervisor/Manager.

Nontraditional Occupation: No.
93% of workers in survey responses were female.

Turnover: Moderate, 18% in the past 12 months.

Unionization: None reported

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	87%
Dental Insurance:	67%
Vision Insurance:	13%
Life Insurance:	13%
Paid Sick Leave:	40%
Paid Vacation:	87%
Retirement Plan:	47%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, public school or program referrals, private employment agencies, San Diego Career Center Network, and office interns.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Medical Secretaries**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Medical Secretaries work full-time, 40 hours per week. A few work on a temporary or on-call basis, 39 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 10.00	\$7.91
New Hires, With Experience:	\$7.25 - 11.50	\$9.00
After Three Years With the Firm:	\$8.50 - 14.00	\$11.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323
OES Growth Projections: New jobs through 2004: 130
 Separations to 2004: 150
 *Total Openings: 280

New Job Growth Rate: 10.8%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

9 expect employment to remain stable and 6 project employment to grow over the next three years.

Education / Training Providers: See Appendix A, page 225

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SEWING MACHINE OPERATORS (GARMENT)

OES 927170

Sewing Machine Operators (garment) operate or tend sewing machines to perform garment sewing operations, such as joining, reinforcing, or decorating garments or garment parts. This includes sewing machine operators and tenders who perform specialized or automatic sewing machine functions, such as buttonhole making or tacking.

Alternate Job Titles: Sewing Operators, Knitting Operators, Quality Control Sewers, Seamstress

Related DOT Codes: 787.682-046, 787.682-050, 787.682-074

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have less than a high school education. A few have a high school diploma.

Training: Many firms sometimes allow training to substitute for work experience. Some employers provide on-the-job training or require applicants to pass a sewing test.

Experience: Many firms always require related work experience. They prefer applicants with 3 -12 months experience as a Quality Control Sewer or Garment Sewer.

Skills rated "very important":

- Ability to pay attention to detail
- Ability to follow safe equipment operating practices
- Ability to sit continuously for 2 or more hours
- Ability to work independently
- Ability to read and follow instructions
- Ability to operate industrial sewing machines
- Willingness to work with close supervision
- Ability to meet deadlines
- Ability to work in a noisy environment
- Knowledge of garment construction
- Ability to work under pressure
- Willingness to work nights, weekends and holidays
- Ability to operate fabric cutting machines
- Keeping current on new sewing technologies
- Basic computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Sewer, Sewing Inspector, Crew Manager, and Floor Supervisor/Manager.

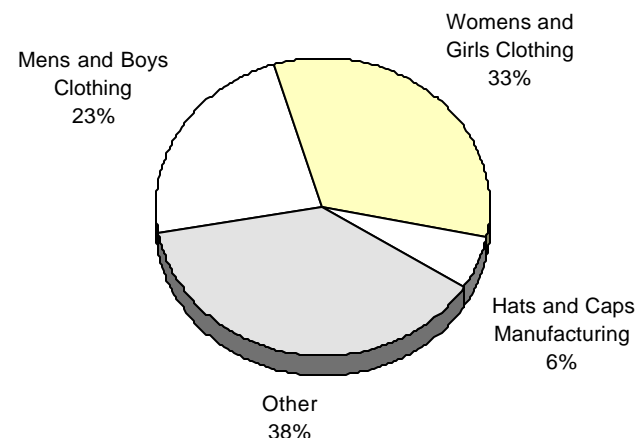
Nontraditional Occupation: No.
73% of workers in survey responses were female.

Turnover: Moderate, 18% in the past 12 months.

Unionization: Yes. 7% of employers and 40% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	80%
Vision Insurance:	100%
Life Insurance:	100%
Paid Sick Leave:	60%
Paid Vacation:	80%
Retirement Plan:	100%
Other: 401-K Plan, Disability Insurance	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employment Development Department, unsolicited applicants, newspaper advertisements, employee referrals, and "Help Wanted" sign postings.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult		
Not Difficult	X	X

Job Market for: **Sewing Machine Operators**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Sewing Machine Operators work full-time, 40 hours per week. A few work part-time, 20 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 6.00	\$5.75
New Hires, With Experience:	\$5.75 - 7.75	\$6.50
After Three Years With the Firm:	\$5.75 - 9.75	\$7.50

*Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: -10

Separations to 2004: 210

*Total Openings: 220

New Job Growth Rate: -0.5%*. Projected growth is declining slowly as compared to the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

9 project employment to grow, 4 expect employment to remain stable and 2 expect employment to decline over the next three years.

Education / Training Providers: No formal education or training programs for this occupation.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SHEET METAL WORKERS

OES 891320

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

Alternate Job Titles: Sheet Metal Installer, Layout Installer Mechanics, Shear Break Operators, CNC Machine Operators, Sheet Metal Welders, Deburrers, Grinders, Sheet Metal Fabricators, Ship Carpenters

Related DOT Codes: 703.684-010, 730.684-074, 804.281-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most firms (61%) require less than a high school education. Some (39%) require a high school diploma or equivalent.

Training: Some firms (31%) allow training to substitute for work experience. Few firms (11%) require technical or vocational training. A few provide 3 months on-the-job training.

Experience: Most firms (61%) do not require related work experience, but prefer 12 - 36 months prior related work experience. Few firms (7%) accept other occupational experience.

Skills rated "very important":

- Ability to pay attention to detail
- Knowledge of safe working practices and safety gear
- Ability to work under pressure and meet deadlines
- Good hand-eye coordination
- Ability to work independently
- Ability to stand continuously for 2 or more hours
- Ability to use hand tools and power tools
- Ability to use scribes, dividers, squares and rulers
- Ability to work on a team
- Ability to use shears, breaks, presses, forming rolls and routers
- Knowledge of shop mathematics
- Ability to read and interpret blueprints or sketches
- Knowledge of machining and layout techniques
- Ability to use calipers, scales, micrometers
- Oral communication skills
- Knowledge of metallic materials (iron, copper, steel, aluminum)

OCCUPATIONAL CHARACTERISTICS

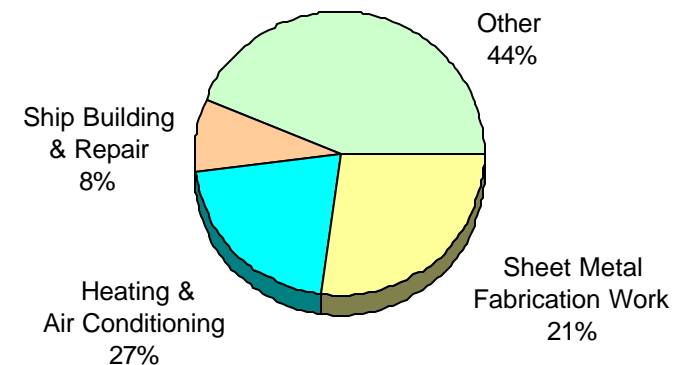
Career Ladders: Promote to: Lead, Journeyman, Supervisor, Shop Foreman, Office Manager, General Manager.

Nontraditional Occupation: Yes.
2% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: Yes. 11% of employers and 22% of employees were unionized.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	44%	39%	11%
Dental Insurance:	33%	39%	22%
Vision Insurance:	22%	17%	56%
Life Insurance:	17%	22%	56%
Paid Sick Leave:	22%	0%	72%
Paid Vacation:	78%	0%	17%
Retirement Plan:	33%	11%	50%
Child Care	0%	0%	94%

Other employer specified: 401-K Plan

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, Employment Development Department.

Others include: Walk-in applicants

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Sheet Metal Workers**

Experienced applicants: **No competition in job search**

Inexperienced applicants: **No competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (85%) Sheet Metal Workers work full-time, 41 hours per week. A few (14%) work part-time, 12 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages *	Range *	Median *
New Hires, No Experience:	\$5.75 - 10.00	\$7.00
New Hires, With Experience:	\$7.00 - 13.00	\$10.13
After Three Years With the Firm:	\$10.00 - 18.00	\$14.50

*Combined union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 70
Separations to 2004: 240
 *Total Openings: 310

New Job Growth Rate: 4.3%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

18 employers provided data to develop this profile.

16 project employment to remain stable and 2 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 226

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SHERIFFS AND DEPUTY SHERIFFS

OES 630320

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol court-house, guard court or grand jury, or escort defendants. This category does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

Alternate Job Titles: None reported

Related DOT Codes: 377.263-010, 377.363-010, 377.677-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have some college (but not necessarily a degree).

Training: Employer always allows training to substitute for work experience.
Employer prefers applicants with word processing, database and Internet software skills.

Experience: Employer never requires related work experience.

Skills rated "very important":

Ability to work under pressure and handle crisis situations
Willingness to work nights, weekends and holidays
Oral communication skills
Ability to work independently
Ability to read and follow instructions
Public contact skills

Pre-employment criteria

Must pass psychological interview
Must pass physical performance test
Must pass oral and/or written exam
Age 21 and U.S. citizen
No criminal record
No drug use history

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Sergeant

Nontraditional Occupation: No.
33% of workers in survey responses were female.

Turnover: Very low, 2% in the past 12 months.

Unionization: Deputy Sheriffs Association

WHERE THE JOBS ARE:

County of San Diego

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	100%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, and unsolicited applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		
Not Difficult		X

Job Market for: **Sheriffs and Deputy Sheriffs**
Experienced applicants: **Somewhat competitive**
Inexperienced applicants: **Very competitive**

HOURS AND WAGES

Average Weekly Hours: All Sheriffs and Deputy Sheriffs work full-time, 43 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.00	
New Hires, With Experience:	\$18.50	
After Three Years With the Firm:	\$20.50	

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Range Less than 1,662

OES Growth Projections: New jobs through 2004: 110

Separations to 2004: 130

*Total Openings: 280

New Job Growth Rate: 10.5%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

1 employer provided data to develop this profile, and projects employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 226

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

STATIONARY ENGINEERS (Power Plant Operators)

OES 950320

Stationary Engineers operate and maintain stationary engines and mechanical equipment to provide utilities for buildings or industrial processes. They operate equipment such as steam engines, generators, motors, turbines and steam boilers.

Alternate Job Titles: Systems Operators, Auxiliary / Assistant Control Operators, Utility / Maintenance Engineers

Related DOT Codes: 950.131-030, 950.382-026, 950.382-030

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have some college (but not necessarily a degree).

Training: Most firms never allow training to substitute for work experience. Some employers require applicants with HVAC Certification.

Experience: Almost all firms always require related work experience. They prefer applicants with 3 - 5 years experience as a HVAC Engineer / Technician, Electrician or Plumber.

Skills rated "very important":

- Knowledge of safe plant operating procedures
- Ability to detect malfunctioning equipment
- Ability to read and follow instructions
- Ability to record and keep accurate records
- Ability to work independently
- Possession of a mechanical aptitude
- Ability to use hand tools
- Ability to make minor repairs and adjustments
- Willingness to work nights, weekends and holidays
- Good vision
- Ability to lift 50 lbs.
- Oral communication skills
- Ability to read meters and gauges
- Knowledge of heating and air conditioning systems
- Ability to kneel, crawl, stoop, bend and climb
- Minor plumbing skills
- Clean police record - drug free workplace

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior / Chief Engineer or Supervisor.

Nontraditional Occupation: Yes.
1% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: Yes. 42% of employers and 75% of employees surveyed.

WHERE THE JOBS ARE

- Colleges and Universities
- High Rise Buildings
- Hospitals
- Hotels
- Recreational Theme Parks

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	83%
Life Insurance:	83%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	92%
Other: 401-K Plan, Union Paid Benefits	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, employee referrals, newspaper advertisements, unsolicited applicants, Cable TV, Internet / Website.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Stationary Engineers (Power Plant Operators)**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Stationary Engineers work full-time, 41 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.25 - 13.00	\$10.00
Union:	\$9.50 - 16.00	\$14.00
New Hires, With Experience:	\$9.75 - 15.00	\$12.00
Union:	\$12.00 - 17.00	\$16.00
After Three Years With the Firm:	\$11.50 - 17.50	\$16.00
Union:	\$15.50 - 24.00	\$20.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 0

Separations to 2004: 30

*Total Openings: 30

New Job Growth Rate: 0%*. No significant change in growth.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 12 employers supplied data used in this analysis.

Education / Training: No formal education or training programs for this occupation.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

STOCK CLERKS - SALES FLOOR

OES 490210

Sales Floor Stock Clerks receive, store and issue merchandise on the sales floor; stock shelves, racks, cases, bins and tables with merchandise; arrange displays of items to attract customers and may periodically take physical count of stock or check and mark merchandise.

Alternate Job Titles: Stock Crew Clerks, Replenishment Clerks

Related DOT Codes: 299.367-014, 299.677-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

Training: Most firms usually allow training to substitute for work experience and provide 1 - 3 months of on-the-job training.

Experience: Many firms never require related work experience. A few prefer applicants with 6 months previous experience as shipping and receiving clerks or cashiers.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to stand for long periods of time
- Customer service skills
- Ability to stock shelves
- Oral communication skills
- Ability to work independently
- Ability to lift 50 lbs.
- Ability to write legibly
- Basic math skills
- Ability to work under pressure
- Willingness to work with close supervision
- Ability to bend, lift, squat
- Knowledge of shipping and receiving
- Organizational skills
- Work well with others

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Cashier, Salesperson, Supervisor

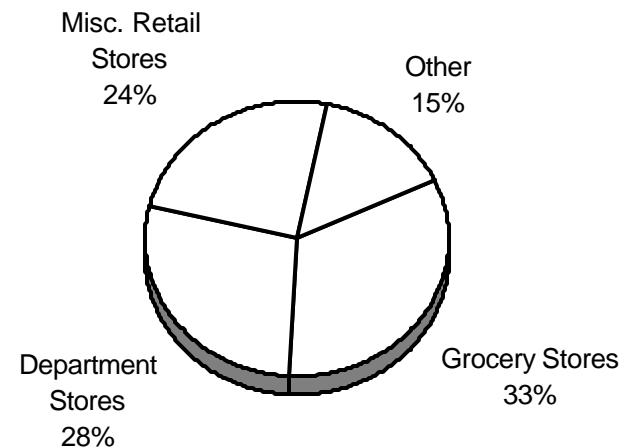
Nontraditional Occupation: No.
47% of workers in survey responses were female.

Turnover: High, 58% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	87%
Vision Insurance:	53%
Life Insurance:	80%
Paid Sick Leave:	93%
Paid Vacation:	93%
Retirement Plan:	53%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, unsolicited applicants, in-house promotion or transfer, public school or program referrals, Employment Development Department, corporate recruiting, job fairs, sign in store window.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Stock Clerks - Sales Floor**
 Experienced applicants: **Competitive**
 Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Stock Clerks - Sales Floor work full-time, 40 hours per week. Some work part-time, 25 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.00 - 7.00	\$5.25
New Hires, With Experience:	\$5.25 - 8.00	\$6.00
After Three Years With the Firm:	\$5.50 - 9.50	\$7.25

*Data was collected prior to the minimum wage increase

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 300
 Separations to 2004: 1,230
 *Total Openings: 1,530

New Job Growth Rate: 2.5%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 227

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD

OES 580230

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Alternate Job Titles: Receiving Clerks, Warehouse Clerks, Warehouse Person, Stockers

Related DOT Codes: 222.367-042, 222.387-026, 222.387-030, 222.387-058, 381.687-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent.

Training: Most firms sometimes allow training to substitute for work experience. Many employers will provide on-the-job training, including customer service, company software and forklift certification. Employers prefer applicants with database and spreadsheet software skills.

Experience: Some firms usually require related work experience. They prefer applicants with 6 - 12 months experience as a Shipping and Receiving Clerk, Warehouse Worker or Forklift Operator

Skills rated "very important":

- Ability to follow written and verbal instructions
- Ability to work independently
- Ability to work as part of a team
- Ability to read and understand stock invoices
- Ability to do shelf stocking work
- Ability to write legibly
- Ability to stand for long periods of time
- Oral communication skills
- Ability to operate a forklift
- Manual dexterity
- Ability to lift at least 50 lbs. repeatedly
- Record keeping skills
- Understanding of inventory techniques
- Basic math skills
- Labeling skills
- Computer skills

OCCUPATIONAL CHARACTERISTICS

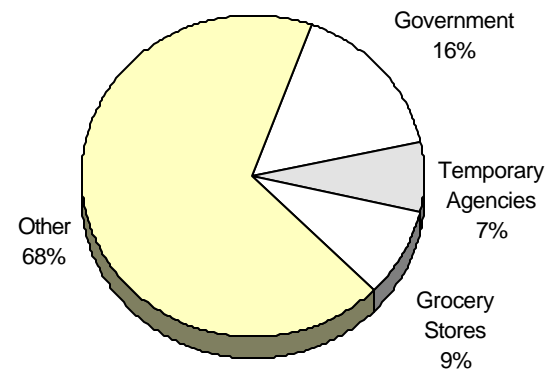
Career Ladders: Promote to: Lead Stock Clerk, Traffic Coordinator, Warehouse Supervisor, and Inventory Manager.

Nontraditional Occupation: Yes.
20% of workers in survey responses were female.

Turnover: Moderately low, 6% in the past 12 months.

Unionization: Yes. 7% of employers and 19% of employees were unionized.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	87%
Vision Insurance:	53%
Life Insurance:	87%
Paid Sick Leave:	73%
Paid Vacation:	100%
Retirement Plan:	80%
Other: 401-K Plan, Performance Bonus	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, private employment agencies, public school or program referrals, and San Diego Career Center Network.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Stock Clerks**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many Stock Clerks work full-time, 40 hours per week or on a temporary or on call basis, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 10.25	\$7.00
New Hires, With Experience:	\$6.50 - 10.75	\$8.00
After Three Years With the Firm:	\$8.50 - 18.00	\$10.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above

OES Growth Projections: New jobs through 2004: 1,330

Separations to 2004: 830

*Total Openings: 2,160

New Job Growth Rate: 17.4%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

9 project employment to grow, 5 expect employment to remain stable, and 1 expects employment to decline over the next three years.

Education / Training Providers: See Appendix A, page 227

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SUBSTANCE ABUSE / CHEMICAL DEPENDENCY COUNSELORS

DOT 045.107-058

Substance Abuse Counselors counsel and aid individuals and families requiring assistance dealing with substance abuse problems such as alcohol or drug abuse. They interview clients, review records and confer with other professionals to evaluate condition of client. They formulate programs of treatment and rehabilitation of clients individually or in group sessions. Counsel family members to assist family in dealing with and providing support for client. Refer client to other support services as needed. Monitor condition of client to evaluate success of therapy and adapt treatment as needed. Prepare and maintain reports and case histories. May formulate and conduct programs to promote prevention of alcohol and drug abuse. May prepare documents for presentation in court.

Alternate Job Titles: Drug and Alcohol Counselor, Case Manager

Related DOT Codes: 195.107-010, 195.367-034

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have some college (but not necessarily a degree). A few have an associate degree.

Training: Many firms never allow training to substitute for work experience. Employers prefer applicants with a California Alcohol and Drug Counseling Certificate. They prefer those with word processing and data base software skills.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years prior experience as a Substance Abuse Counselor. A few employers hire counselors who are reformed from prior drug or substance abuse.

Skills rated "very important":

- Ability to read and follow instructions
- Counseling and case management skills
- Knowledge of alcohol and drug abuse treatments
- Oral and verbal presentation skills
- Ability to work as a team member
- Report writing skills
- Interpersonal skills
- Observational and evaluation skills
- Ability to work independently
- Ability to interview others for information
- Knowledge of prevention and treatment programs
- Ability to develop a corrective action plan
- Ability to be a role model and set goals
- Ability to give job search assistance
- Familiar with addictive disorders
- Ability to deal with ex-offenders
- Knowledge of mental health & social service agencies

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Supervisor, Program Coordinator, Program Director

Nontraditional Occupation: No.
46% of workers in survey responses were female.

Turnover: Moderately high, 27% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

- Community and Religious Organizations
- Drug Treatment and Education Institutes
- Drug Rehabilitation Services
- Individual and Family Counseling Services
- Social Service Agencies
- Speciality Drug Clinics
- Specialty Drug Rehabilitation Hospitals
- Volunteer Organizations

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	76%
Vision Insurance:	47%
Life Insurance:	53%
Paid Sick Leave:	94%
Paid Vacation:	94%
Retirement Plan:	29%
Other: Room and Board	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, job postings, social service agencies, church referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Substance Abuse Counselors**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Substance Abuse Counselors work full-time, 40 hours per week. A few work part-time, 22 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 14.50	\$10.25
New Hires, With Experience:	\$7.00 - 16.75	\$11.50
After Three Years With the Firm:	\$9.00 - 20.00	\$13.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323
OES Growth Projections: New jobs through 2004: 450
 Separations to 2004: 240
 *Total Openings: 690

Openings for Substance Abuse Counselors are included in the general classification of Social Workers - except medical and psychiatric.

New Job Growth Rate: 20.6%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 17 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 204

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SURGICAL TECHNICIANS

OES 329280

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse they arrange sterile setups, count sponges, needles and instruments before and during surgery, check the operation of equipment and clean and restock the operating room. They may pass instruments and supplies to surgeons and may assist in transporting, positioning, prepping and draping patients for surgery. They may be known as surgical technologists. Does not include Surgical Assistants who perform such tasks as retracting tissue, suturing skin and suctioning blood during surgery.

Alternate Job Titles: Surgical Technologists, Operating Room Technicians

Related DOT Codes: 079.374-022

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have some college (but not necessarily a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 6 - 12 months training in operating room techniques and possess a Surgical Technician Certificate.

Experience: Many firms usually require related work experience. They prefer applicants with 12 - 15 months prior experience as a Surgical Technician or Licensed Vocational Nurse.

Skills rated "very important":

- Ability to follow oral technical instructions
- Ability to read and follow instructions
- Ability to work on a team
- Knowledge of infection control (asepsis)
- Knowledge of surgical instruments
- Ability to sterilize surgical instruments
- Ability to check surgical equipment for proper operation
- Ability to interact with patients and hospital staff
- Ability to handle crisis situations
- Oral communication skills
- Willingness to work nights, weekends and holidays
- Ability to inventory surgical instruments
- Knowledge of patient transferring techniques
- Knowledge of anatomy and physiology and pharmacology
- Ability to deal with trauma patients
- Ability to troubleshoot and repair video equipment

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Registered Nurse with additional education

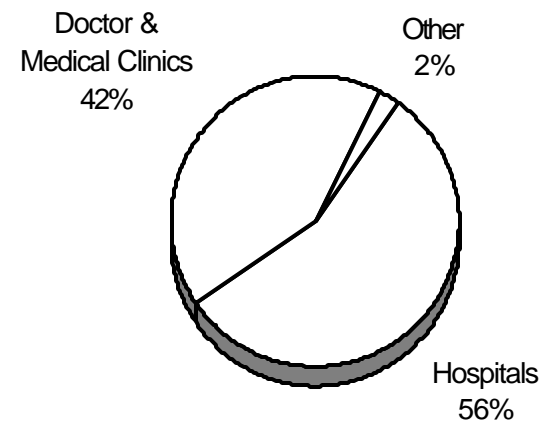
Nontraditional Occupation: No.
46% of workers in survey responses were female.

Turnover: High, 33% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	81%
Life Insurance:	100%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	88%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, unsolicited applicants, public schools or program referrals, newspaper advertisements, in-house promotion or transfer, private school referrals, Employment Development Department.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Surgical Technicians**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Many Surgical Technicians work full-time, 42 hours per week. Some work on an on-call basis, 23 hours per week. A few work part-time, 20 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.50 - 12.75	\$10.50
New Hires, With Experience:	\$10.25 - 14.00	\$12.00
After Three Years With the Firm:	\$12.00 - 17.00	\$17.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 160

Separations to 2004: 100

*Total Openings: 260

New Job Growth Rate: 24.6%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 227

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

OES 251020

Systems Analysts, Electronic Data Processing, analyze business, scientific and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers or scientists.

Alternate Job Titles: Programmer Analyst, Information Systems Analyst

Related DOT Codes: 030.167-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a bachelor degree.

Training: All reporting firms never allow training to substitute for work experience. Employers prefer applicants with word processing, spreadsheet, database and computer programming language skills.

Experience: Most firms always require related work experience. They prefer applicants with 2 - 4 years experience as a Network Analyst, Programmer Analyst or Systems Analyst.

Skills rated "very important":

- Ability to work on a team
- Ability to read and follow instructions
- Ability to think logically
- Ability to work independently
- Oral communication skills
- Knowledge of network systems
- Ability to analyze computer operational procedures
- Interpersonal skills
- Ability to evaluate computer systems
- Ability to identify data processing problems
- Ability to develop new information systems
- Knowledge of internet technology
- Ability to do technical writing and analysis
- Ability to prepare time and cost estimates
- Customer service skills
- Data management skills
- Computer programming skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Analyst, Data Processing Manager.

Nontraditional Occupation: No.
30% of workers in survey responses were female.

Turnover: Moderately low, 9% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

- Banks and Financial Institutions
- Computer Related Services
- Data Processing Services
- Engineering Services
- Government
- Hospitals
- Manufacturing Companies
- Research Institutions
- Schools and Colleges

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	93%
Life Insurance:	100%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	93%
Other: 401-K Plan, Company Stock Options	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, industry publications, Career Center Network, web site, internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Somewhat Difficult	X	
A Little Difficult		
Not Difficult		

Job Market for: **System Analysts**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Little competition**

HOURS AND WAGES

Average Weekly Hours: All responding employers report System Analysts work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$11.50 - 24.00	\$16.25
New Hires, With Experience:	\$13.00 - 26.25	\$17.75
After Three Years With the Firm:	\$14.00 - 31.25	\$20.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 2,980

Separations to 2004: 250

*Total Openings: 3,230

New Job Growth Rate: 64.8%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 227

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS - ELEMENTARY SCHOOL

OES 313050

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social and other formative skills. This does not include special education teachers who teach only handicapped pupils.

Alternate Job Titles: None

Related DOT Codes: 092.227-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree.

Training: Many firms usually allow training to substitute for work experience. Employers prefer applicants with the requisite State of California Teaching Credential, a requirement for teaching in public schools, and have word processing and Internet software skills.

Experience: Most firms usually require related work experience. They prefer applicants with 1 year experience as a Student Teacher, Teacher Intern or Elementary School Teacher.

Skills rated "very important":

- Patience with children
- Classroom management skills
- Possess a clean police record
- Ability to work under pressure and handle crisis situations
- Classroom discipline and supervision skills
- Ability to obtain a State Teaching Credential
- Oral communication skills
- Ability to motivate students
- Ability to read and follow instructions
- Ability to write effectively
- Record keeping skills
- Ability to perform basic mathematical computations
- Ability to work independently
- Knowledge of various cultural backgrounds

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Special Education Teacher, Counselor, Vice Principal, Principal, and School Director.

Nontraditional Occupation: No.
76% of workers in survey responses were female.

Turnover: Very low, 3% in the past 12 months.

Unionization: Yes. 73% of employers surveyed and 97% of employees were unionized

WHERE THE JOBS ARE:

Public and Private Elementary Schools

FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	100%	33%
Dental Insurance:	93%	27%
Vision Insurance:	87%	33%
Life Insurance:	93%	33%
Paid Sick Leave:	93%	---
Paid Vacation:	13%	---
Retirement Plan:	87%	13%
Other: 125 Cafeteria Plan		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

County Office of Education Placement Office, public school or program referrals, unsolicited applicants, newspaper advertisements, job fairs, and college placement offices.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Elementary School Teachers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Elementary School Teachers work full-time, 39 hours per week. A few work part-time, 19 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.39 - 15.37	\$13.46
New Hires, With Experience:	\$6.67 - 17.66	\$14.80
After Three Years With the Firm:	\$7.46 - 22.41	\$17.55

*Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 1,490
 Separations to 2004: 1,800
 *Total Openings: 3,290

New Job Growth Rate: 10.8%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

15 employers provided data to develop this profile.

6 project employment to grow, 8 expect employment to remain stable and 1 expects employment to decline over the next three years.

Education / Training Providers: See Appendix A, page 228

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS – PRESCHOOL

OES 313030

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical and intelligent growth needed for primary school, in preschool, daycare center, or other child development facility. They may be required to have state certification.

Alternate Job Titles: Teacher Aides, Teacher Assistant, Child Development Specialist

Related DOT Codes: 092.227-018, 166.221-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many firms (59%) require an associate degree. Some (35%) require a high school diploma or equivalent.

Training: Many firms (41%) allow training to substitute for work experience. In private schools applicants must be 18 years of age and complete 12 semester units in early childhood education; or 6 months work experience in licensed day care center; or be a valid Child Development Associate and have 6 months on-the-job training and/or work experience. In public schools applicants must have an instructional permit issued by the Commission of Teacher Credentialing.

Experience: Almost all firms (94%) require 6 - 36 months related work experience. Some firms (19%) accept other occupational experience such as 6 - 24 months experience as a Child Care Provider, Camp Counselor or Nurse. Few responding employers report hiring inexperienced applicants.

Skills rated "very important":

Patience with young children
 Oral communication and report writing skills
 Ability to plan and supervise work of students
 Ability to monitor group child activities
 Ability to motivate students
 Ability to plan a course of instruction
 Ability to read and follow instructions
 Ability to work independently
 Ability to give one-on-one instruction
 Ability to keep records of student progress
 Ability to involve parents in child's progress
 Ability to work under pressure
 Knowledge of first aid and CPR
 Ability to plan daily and long-term schedules
 Possession of a Child Development Associate credential (CDA)

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Associate Teacher, Supervisor, School Director, Assistant Teaching Supervisor.

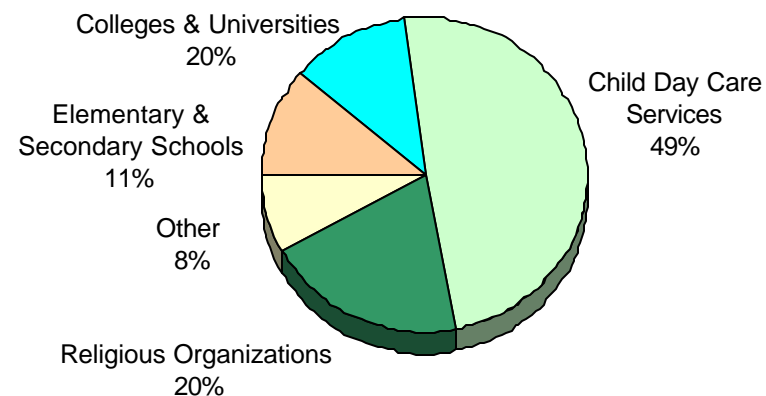
Nontraditional Occupation: No.
 99% of workers in survey responses were female.

Turnover: Moderate, 20% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	59%	24%	12%
Dental Insurance:	47%	18%	24%
Vision Insurance:	24%	0%	71%
Life Insurance:	18%	6%	71%
Paid Sick Leave:	71%	18%	6%
Paid Vacation:	76%	18%	0%
Retirement Plan:	24%	12%	59%
Child Care:	53%	29%	12%

Other employer specified: Paid Holidays and Staff Days,
Paid Organizational Membership

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, colleges and universities.

Others include: Postings with church associations.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		X

Job Market for: **Preschool Teachers**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Most (68%) Preschool Teachers work full-time, 39 hours per week. Some (32%) work part-time, 23 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	Not available	Not available
New Hires, With Experience:	\$6.75 - 9.00	\$7.50
After Three Years With the Firm:	\$7.00 - 11.00	\$8.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 780

Separations to 2004: 510

*Total Openings: 1,290

New Job Growth Rate: 20.9%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

10 project employment to remain stable and 7 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 228

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS - SECONDARY SCHOOL

OES 313080

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics or social studies. This includes vocational high school teachers but does not include special education teachers who teach only students with disabilities.

Alternate Job Titles: Junior High School Teacher, High School Teacher

Related DOT Codes: 091.227-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree.

Training: Many firms sometimes allow training to substitute for work experience. A State of California Teaching Credential is required for teaching in public schools. Some schools may require an additional 18 - 30 academic units for job applicants. Employers prefer applicants with word processing and other basic computer software skills.

Experience: Almost all firms sometimes require related work experience. They prefer applicants with 1 - 2 years experience as a Student/Substitute Teacher, Elementary/High School Teacher.

Skills rated "very important":

Patience with children
Classroom management skills
Oral communication skills
Classroom discipline and supervision skills
Ability to obtain State Teaching Credential
Ability to work under pressure and handle crisis situations
Ability to work independently
Possess a clean police record
Ability to read and follow instructions
Ability to motivate students
Record keeping skills
Ability to write effectively
Possess imagination and creativity
Ability to perform basic mathematical computations

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Resource Teacher, Student Counselor, Assistant/Vice Principal, School Dean, and Director of Curriculum.

Nontraditional Occupation: No.
64% of workers in survey responses were female.

Turnover: Very low, 3% in the past 12 months.

Unionization: Yes. 75% of employers and 96% of employees were unionized.

WHERE THE JOBS ARE:

High Schools
Middle Schools
Private Schools
Secondary Schools

FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	94%	50%
Dental Insurance:	88%	50%
Vision Insurance:	94%	44%
Life Insurance:	94%	38%
Paid Sick Leave:	88%	6%
Paid Vacation:	0%	6%
Retirement Plan:	94%	13%
Other: Long Term Disability		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Unsolicited applicants, public schools or program referrals, County Office of Education, and college placement offices.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Secondary School Teachers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Secondary School Teachers work full-time, 38 hours per week. A few work part-time, 20 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$10.74 - 15.71	\$13.61
New Hires, With Experience:	\$11.36 - 17.66	\$15.55
After Three Years With the Firm:	\$12.95 - 26.62	\$17.62

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above
OES Growth Projections: New jobs through 2004: 1,940
 Separations to 2004: 2,310
 *Total Openings: 4,250

New Job Growth Rate: 18.5%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.
 8 project employment to grow and 8 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 228

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS AND INSTRUCTORS - VOCATIONAL EDUCATION AND TRAINING

OES 313140

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

Alternate Job Titles: Trainer, Instructor, Clinic Instructor, Instructor/Counselor, Teacher Associate, Credentialed Teacher

Related DOT Codes: 090.222-010, 092.227-018, 097.221-010, 166.221-010, 375.227-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many firms (50%) require a high school diploma or equivalent. Some (33%) require an associate degree and a few (17%) require a bachelor degree.

Training: Few(4%) firms allow training to substitute for work experience. Most firms (63%) do not require technical or vocational training. Employers prefer applicants with 2 - 5 years training in the subject area they will be teaching and with word processing, spreadsheet and database computer software skills or software specific to a particular vocation.

Experience: Almost all firms (96%) require 1 - 5 years related work experience. Some firms (29%) accept other occupational experience such as 3 - 5 years industry related experience in the area of instruction. Few employers report hiring inexperienced applicants.

Skills rated "very important":

- Oral communication skills
- Ability to plan and supervise work of students
- Ability to keep current in field of instruction
- Patience with students
- Ability to motivate students
- Ability to test and evaluate student achievement
- Ability to read and follow instructions
- Ability to prepare instructional materials and plan a course of instruction
- Ability to work independently
- Possess state teaching certificate
- Ability to work under pressure
- Ability to train students in the use of new computer software
- Willingness to work part-time
- Report writing and basic math skills
- Ability to access new employment and skill trends

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Instructor Supervisor, Lead Instructor, Program Specialist Coordinator, Director of Education/Operations, Student Administrator, Job Placement Director/Coordinator, Case Manager, School Director, School Superintendent.

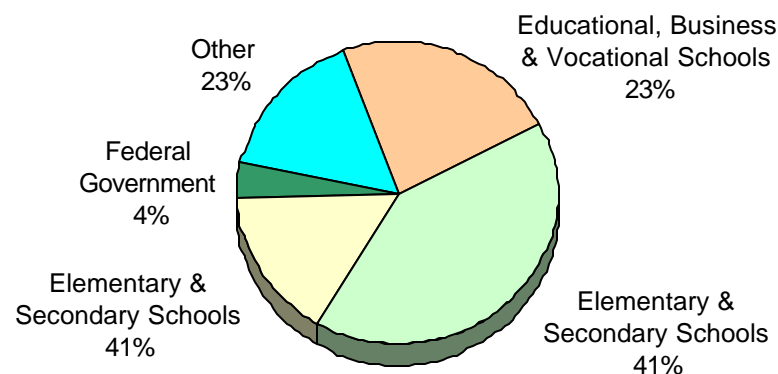
Nontraditional Occupation: No.
52% of workers in survey responses were female.

Turnover: Moderate, 17% in the past 12 months.

Unionization: Yes. 17% of employers and 51% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	33%	25%	4%
Dental Insurance:	29%	13%	21%
Vision Insurance:	21%	17%	25%
Life Insurance:	25%	8%	29%
Paid Sick Leave:	54%	0%	8%
Paid Vacation:	58%	0%	4%
Retirement Plan:	13%	8%	38%
Child Care	0%	4%	58%
Other employer specified: Tuition Reimbursement, Paid Holidays			

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, internet.

Others include: Job line, County Office of Education.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		X

Job Market for: **Vocational Teachers and Instructors**

Experienced applicants: **Little competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Most (79%) Vocational Teachers and Instructors work part-time, 20 hours per week. A few (17%) work full-time, 38 hours per week or on a temporary or on-call basis (4%), 6 hours per week.

Shifts: All employers (100%) report having day shifts. Many (54%) also have evening teaching assignments.

Hourly Wages *	Range *	Median *
New Hires, No Experience:	\$12.00	\$12.00
New Hires, With Experience:	\$8.00 - 27.59	\$13.50
After Three Years With the Firm:	\$10.00 - 32.02	\$17.87

*Combined union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 700

Separations to 2004: 220

*Total Openings: 920

New Job Growth Rate: 21.7%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

24 employers provided data to develop this profile.

15 project employment to grow, 8 expect employment to remain stable, and 1 expects employment to decline over the next two years.

Education / Training Providers: See Appendix A, page 228

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TECHNICAL WRITERS

OES 340050

Technical Writers write or edit technical materials, such as equipment manuals, appendices and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams and charts and assist in layout work.

Alternate Job Titles: Documentation Specialists, Publications Specialists

Related DOT Codes: 131.267-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree.

Training: Almost all firms never allow training to substitute for work experience. Employers prefer applicants with word processing, desktop publishing, spreadsheet, database, and graphics animation software skills.

Experience: Almost all firms always require related work experience. They prefer applicants with 2 - 4 years experience as a technical writer.

Skills rated "very important":

- Word processing skills
- Ability to read and follow instructions
- Knowledge of good English and grammar
- Ability to work independently
- Ability to pay attention to detail
- Ability to edit written material of others
- Ability to interpret technical material
- Ability to read and evaluate written material
- Ability to layout materials for publication
- Ability to interview others for information
- Ability to read and understand catalogs and manuals
- Willingness to work long hours
- Ability to meet deadlines
- Ability to work on a team
- Interpersonal skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to; Senior Technical Writer, Supervisor

Nontraditional Occupation: No.
43% of workers in survey responses were female.

Turnover: Moderate, 14% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

- Computer Related Services
- Engineering Services
- Government
- Help Supply Services
- Hospitals
- Manufacturing Companies
- Research Institutions
- Software Development Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	93%
Vision Insurance:	79%
Life Insurance:	86%
Paid Sick Leave:	93%
Paid Vacation:	100%
Retirement Plan:	86%
Other: 401-K Plan, Profit Sharing	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referral, Career Center Network, web page, internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Technical Writers**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicate Technical Writers work full-time, 42 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 22.00	\$15.00
New Hires, With Experience:	\$13.50 - 24.00	\$18.00
After Three Years With the Firm:	\$16.75 - 32.00	\$23.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662
OES Growth Projections: New jobs through 2004: 210
Separations to 2004: 110
 *Total Openings: 330

New Job Growth Rate: 30.9%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 229

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS

OES 857020

Telephone and Cable T.V. Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles and related equipment, such as supports, insulation and quywire systems. Other duties may include locating and repairing defects in existing systems and placing, rearranging and removing underground or aerial cables.

Alternate Job Titles: Cable Technicians, Cable Pullers, Cable Installers, Service Technicians, Maintenance Technicians, Telephone Installers, Telephone Technicians, Central Office Equipment Installers

Related DOT Codes: 821.281-010, 822.381-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all firms (94%) require a high school diploma or equivalent.

Training: Many firms (47%) allow 6 - 24 months training to substitute for work experience. Some firms (25%) require technical or vocational training which maybe company on-the-job training or manufacturer's equipment certification.

Experience: Most firms (69%) do not require but prefer applicants with 6 -24 months of previous lineman installer work experience. Some firms (33%) accept other occupational experience such as 6 - 12 months experience as an Electrician, Electronics Technician, Computer Repairer or other telecommunications background.

Skills rated "very important":

Knowledge of safety equipment and procedures
 Ability to work independently
 Oral communication skills
 Ability to work under pressure
 Ability to use small hand tools
 Ability to read and interpret service orders
 Knowledge of electricians tools and test equipment
 Willingness to be on call
 Ability to read blueprints and circuit diagrams
 Ability to install cable or telephone wiring underground or on poles
 Ability to climb, lift or work in stooped and cramped positions
 Ability to install terminal boxes and lead-in wires
 Knowledge of television and cable wiring systems
 Soldering and splicing skills
 Math skills
 Reliability

OCCUPATIONAL CHARACTERISTICS

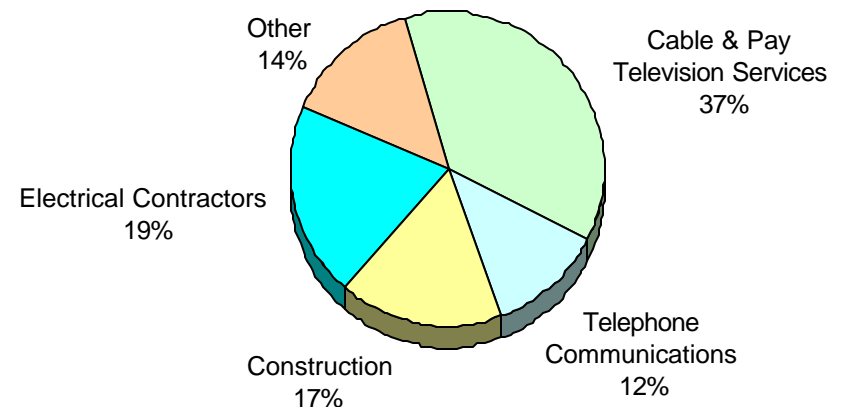
Career Ladders: Promote to: Technician Supervisor, Lead Installer, Installation Service Manager, Project Manager/ Coordinator/Supervisor, Senior Technician, Field Supervisor, Installation Supervisor, Cable Programmer.

Nontraditional Occupation: Yes.
 7% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: None reported.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	38%	56%	0%
Dental Insurance:	25%	44%	25%
Vision Insurance:	6%	25%	63%
Life Insurance:	25%	19%	50%
Paid Sick Leave:	44%	6%	44%
Paid Vacation:	81%	6%	6%
Retirement Plan:	38%	13%	44%
Child Care	0%	0%	94%
Other employer specified: 401-K Plan, Profit Sharing, Paid Holidays, Cash Bonus Plan			

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer.

Others include: Job hotline, ex-military personnel, referrals from other companies, San Diego Career Center Network.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Telephone and Cable T.V. Line Installers**

Experienced applicants: **No competition in job search**

Inexperienced applicants: **Little competition in job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: Almost all (98%) Telephone and Cable T.V. Line Installers work full-time, 42 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 12.00	\$7.63
New Hires, With Experience:	\$8.00 - 15.34	\$10.00
After Three Years With the Firm:	\$9.75 - 20.00	\$13.00

Some employers may also pay a bonus or commissions.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 230

Separations to 2004: 110

*Total Openings: 340

New Job Growth Rate: 30.3%*. Projected growth is much faster than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

10 project employment to grow and 6 expect employment to remain stable over the next two years.

Education / Training Providers: See Appendix A, page 229

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TOOL AND DIE MAKERS

OES 891020

Tool and Die Makers analyze a variety of specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinist's hand tools. Includes paper die makers and die sinkers, but does not include die setters.

Alternate Job Titles: Tool Makers, Tool Cutter Grinders, Tool and Die Maker Specialists, CNC Machine Operators

Related DOT Codes: 601.260-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most firms (75%) require a high school diploma or equivalent. A few (19%) require less than a high school education.

Training: Some firms (25%) allow vocational or trade school training to substitute for work experience. Many firms (50%) require technical or vocational training.

Experience: Almost all firms (88%) require 3 - 5 years related work experience. Few firms (14%) accept other occupational experience. Few employers report hiring inexperienced applicants.

Skills rated "very important":

- Ability to read and interpret blueprints or sketches
- Ability to pay attention to detail
- Ability to operate lathes, milling machines, shapers and grinders
- Knowledge of machining and layout techniques
- Knowledge of shop mathematics
- Ability to stand continuously for 2 or more hours
- Ability to work on a team
- Ability to work independently
- Ability to work under pressure and meet deadlines
- Knowledge of tool and die design and construction
- Good hand-eye coordination
- Ability to use machinists hand tools and power tools
- Ability to use precision measuring instruments
- Knowledge of safe working practices and safety gear
- Familiarity with computer numerically controlled machining (CNC)
- Ability to use numerically controlled machine tools (NC)
- Metalworking, fabrication and repair skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Tool & Die Maker, Team Leader, Tool Room Supervisor, Journeyman, Senior Tool & Die Maker, Mechanical Engineer (with additional education).

Nontraditional Occupation: Yes.
3% of workers in survey responses were female.

Turnover: Very low, 3% in the past 12 months.

Unionization: Yes. 19% of employers and 46% of employees were unionized.

WHERE THE JOBS ARE

Industry

- Aircraft Parts and Equipment
- Computer Equipment
- Electronic Instruments
- Engine and Turbine Manufacturing
- Machine Tools and Metal Forming
- Plastic Products
- Sporting and Athletic Goods
- Tool and Die Manufacturing

FRINGE BENEFITS, WHO PAYS*

Full Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	75%	25%	0%
Dental Insurance:	75%	19%	6%
Vision Insurance:	69%	19%	13%
Life Insurance:	69%	19%	13%
Paid Sick Leave:	69%	13%	19%
Paid Vacation:	88%	13%	0%
Retirement Plan:	38%	19%	19%
Child Care	0%	0%	100%

Other employer specified: 401-K Plan

*The percentage is based on the number of employers responding to this question

Three Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Tool and Die Makers**

Experienced applicants: **No competition in job search**

Inexperienced applicants: **Very competitive job search**

HOURS, SHIFTS AND WAGES

Average Weekly Hours: All (100%) Tool and Die Makers work full-time, 40 hours per week.

Shifts: All employers (100%) report having day shifts.

Hourly Wages *	Range*	Median *
New Hires, No Experience:	\$13.27 - 15.18	\$14.23
New Hires, With Experience:	\$10.50 - 18.45	\$15.00
After Three Years With the Firm:	\$12.50 - 26.37	\$20.00

*Combined union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 60

Separations to 2004: 90

*Total Openings: 150

New Job Growth Rate: 7.2%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 Year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

13 project employment to remain stable and 3 expect employment to grow over the next two years.

Education / Training Providers: See Appendix A, page 229

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TRAVEL AGENTS

OES 430210

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required and planning, describing or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters or package tours.

Alternate Job Titles: Leisure Travel Agent, Destinations Agent, Travel Consultant

Related DOT Codes: 252.152-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have some college (but not necessarily a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 3 - 6 months vocational training at a private school or ROP and word processing and database computer software skills.

Experience: Many firms always require related work experience. They prefer applicants with 6 - 12 months experience in the hotel / motel, airline or tour industries.

Skills rated "very important":

- Telephone answering skills
- Public contact and customer service skills
- Oral communication skills
- Ability to read and follow instructions
- Ability to use a computer
- Ability to sit for long periods of time
- Ability to work independently
- Knowledge of Sabre / Apollo / World Span / System 1
- Knowledge of geography
- Record keeping skills
- Ability to write legibly
- Patience
- Reliability
- Interpersonal skills
- Ability to handle stress
- Positive attitude

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Tour Coordinator, Office Manager

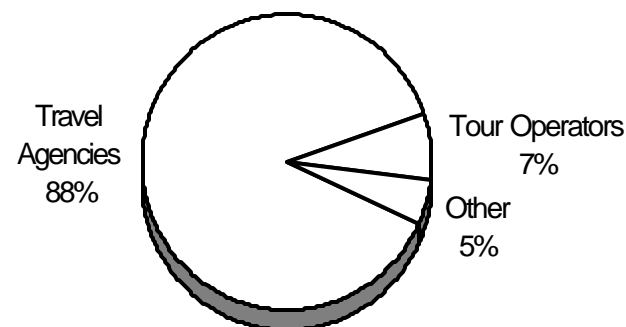
Nontraditional Occupation: No.
78% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	81%
Dental Insurance:	56%
Vision Insurance:	19%
Life Insurance:	31%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	13%
Child Care:	6%
Other: Travel Benefits	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, public school or program referrals, private school referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Travel Agents**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Travel Agents work full-time, 40 hours per week. Few work part-time, 21 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 9.00	\$6.25
New Hires, With Experience:	\$7.00 - 11.50	\$9.00
After Three Years With the Firm:	\$8.00 - 15.00	\$11.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 280

Separations to 2004: 250

*Total Openings: 530

New Job Growth Rate: 20.6%*. Projected growth is about the same as the county-wide average is 18.1%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 229

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES 971020

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Alternate Job Titles: Delivery Specialists, Tractor Trailer Drivers, Tank Truck Drivers, Mixer Drivers, Container Truck Drivers

Related DOT Codes: 903.683-018, 904.383-010, 905.663-014, 905.683-018

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

Training: Many firms never allow training to substitute for work experience. Employers prefer applicants with either a Class "A" or "B" drivers license. Some employers provide on-the-job safety and hazardous waste training and look for applicants with data entry software skills.

Experience: Many firms always require related work experience. They prefer applicants with 1 - 3 years experience as a Heavy Truck Driver, Class "A" Tractor Trailer Driver, Pickup Delivery Driver or Moving and Storage Driver.

Skills rated "very important":

- Possession of a valid Class "A" drivers license
- Possession of a good DMV driving record
- Customer service skills
- Ability to work independently
- Ability to read and follow instructions
- Ability to load and unload freight
- Oral communication skills
- Ability to read invoices and keep accurate records
- Map reading skills
- Good physical condition
- Ability to lift at least 50 lbs. repeatedly
- Basic math skills
- Bondable
- Ability to write legibly
- Ability to operate a forklift or pallet jack
- Ability to sit for long periods of time
- Knowledge of satellite tracking systems

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Driver, Dock Supervisor, Warehouse Manager, Transportation Foreman/Supervisor, and Dispatcher.

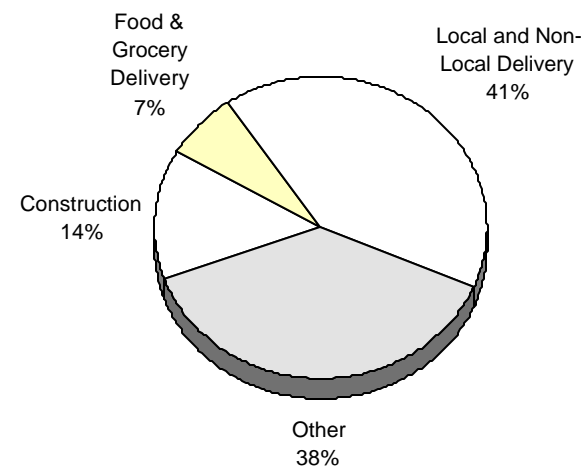
Nontraditional Occupation: Yes.
None of the workers in survey responses were female.

Turnover: Moderately low, 8% in the past 12 months.

Unionization: Yes. 35% of employers and 33% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	94%	---
Dental Insurance:	94%	---
Vision Insurance:	65%	---
Life Insurance:	65%	---
Paid Sick Leave:	59%	6%
Paid Vacation:	94%	6%
Retirement Plan:	71%	---
Other: 401-K Plan, Bonus Plan, Profit Sharing		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer, unsolicited applicants, public school or program referrals, and truck driving schools.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Heavy Truck Drivers**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Heavy Truck Drivers work full-time, 49 hours per week. A few work part-time, 31 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$8.00 - 15.00 \$10.00 - 18.75	\$11.19 \$11.50
New Hires, With Experience: Union:	\$9.25 - 19.00 \$11.00 - 18.75	\$14.00 \$12.50
After Three Years With the Firm: Union:	\$12.75 - 26.00 \$12.50 - 18.75	\$17.50 \$16.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Large - Range 3,324 - 7,202

OES Growth Projections: New jobs through 2004: 980

Separations to 2004: 470

*Total Openings: 1,450

New Job Growth Rate: 21.9%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

17 employers provided data to develop this profile.

14 project employment to grow and 3 expect employment to remain stable over the next three years.

Education / Training Providers: See Appendix A, page 230

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TRUCK DRIVERS, LIGHT - DELIVERY AND ROUTE WORKERS

OES 971050

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. This category does not include workers whose duties include sales.

Alternate Job Titles: Delivery Drivers, Route Drivers

Related DOT Codes: 906.683-010, 906.683-022

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a high school diploma or equivalent. Some have taken college courses (but not necessarily obtained a degree) and a few have an associate degree.

Training: Some firms never allow training to substitute for work experience. Many employers will train drivers in safe operating procedures and prefer applicants with database software skills.

Experience: Some firms sometimes require related work experience. They prefer applicants with 3 - 12 months experience as Route or Delivery Drivers, or Commercial Truck Drivers.

Skills rated "very important":

- Possession of a good DMV driving record
- Customer service skills
- Ability to work independently
- Ability to load and unload freight
- Map reading skills
- Ability to write legibly
- Ability to read and follow instructions
- Oral communication skills
- Knowledge of local streets
- Record keeping skills
- Ability to read invoices
- Ability to lift at least 50 lbs. repeatedly
- Good physical condition
- Basic math skills
- Willingness to work flexible schedules

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Driver, Warehouse Supervisor/Manager, Driver Trainer, and Sales Representative.

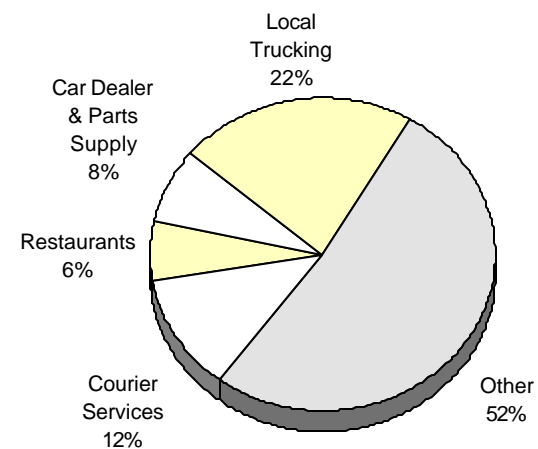
Nontraditional Occupation: Yes.
14% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: Yes. 6% of employers and 10% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	88%	12%
Dental Insurance:	71%	12%
Vision Insurance:	65%	12%
Life Insurance:	47%	12%
Paid Sick Leave:	65%	12%
Paid Vacation:	88%	12%
Retirement Plan:	47%	6%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, unsolicited applicants, and in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Light Truck Drivers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Light Truck Drivers work full-time, 41 hours per week. A few work part-time, 24 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 10.50	\$7.68
New Hires, With Experience:	\$5.75 - 12.00	\$8.08
After Three Years With the Firm:	\$6.50 - 18.00	\$10.00

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very large - 7,202 and above

OES Growth Projections: New jobs through 2004: 2,810

Separations to 2004: 1,270

*Total Openings: 4,080

New Job Growth Rate: 23.4%*. Projected growth is faster than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

18 employers provided data to develop this profile.

12 project employment to grow, 5 expect employment to remain stable and 1 expects employment to decline over the next three years.

Education / Training Providers: No formal education or training programs for this occupation.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

UNDERWRITERS

OES 211020

Underwriters review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.

Alternate Job Titles: Personal Line Underwriter

Related DOT Codes: 169.267-046

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree). Some have a high school diploma or equivalent.

Training: Some firms sometimes allow training to substitute for work experience. Employers prefer applicants with spreadsheet, word processing and database software skills. Some firms provide in-house training or Insurance Association training.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years underwriting experience

Skills rated "very important":

- Ability to read and follow instructions
- Ability to work independently
- Ability to evaluate and classify persons for insurance
- Ability to determine acceptable risk
- Oral communication skills
- Ability to read and understand insurance documents
- Ability to make important judgements
- Ability to analyze data
- Business math skills
- Ability to record and keep accurate records
- Report writing skills
- Ability to use a computer
- Knowledge of underwriting software
- Ability to work on a team
- Negotiating skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Supervisor or Manager.

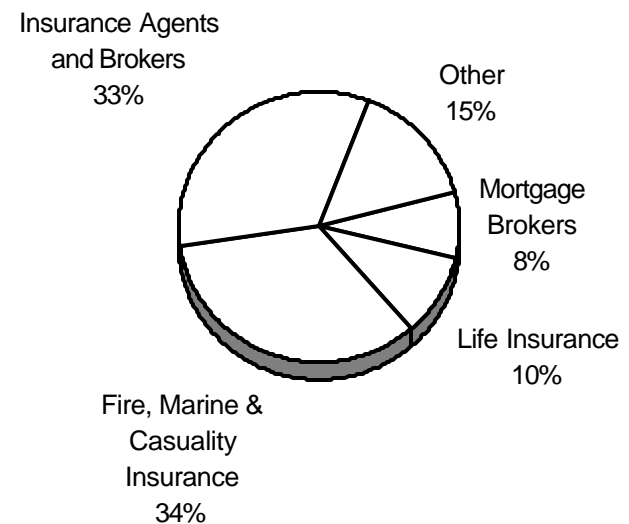
Nontraditional Occupation: No.
71% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	62%
Life Insurance:	85%
Paid Sick Leave:	100%
Paid Vacation:	92%
Retirement Plan:	85%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, unsolicited applicants, private employment agencies.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Underwriters**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Underwriters work full-time, 39 hours per week. A few work part-time, 25 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 16.00	\$11.25
New Hires, With Experience:	\$8.00 - 20.25	\$13.50
After Three Years With the Firm:	\$10.00 - 22.75	\$18.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 80

Separations to 2004: 100

*Total Openings: 180

New Job Growth Rate: 14.5%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 14 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 230

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

VOCATIONAL AND EDUCATIONAL COUNSELORS

OES 315140

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

Alternate Job Titles: Employment Specialists, Job Developers, Career / Rehabilitation Counselors

Related DOT Codes: 045.107-010, 045.107-042, 166.267-034

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree. Many have completed additional studies and have a graduate degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years training as an intern, counselor or job developer and who have word processing, spreadsheet, database and Internet software skills.

Experience: Many firms usually require related work experience. They prefer applicants that possess a counseling certificate. School counselors require a Pupil Personnel Services Credential. Rehabilitation Counselors may have to be certified by the Commission on Rehabilitation.

Skills rated "very important":

- Oral communication and verbal presentation skills
- Interpersonal skills and customer service skills
- Customer service skills
- Ability to assess training needs of clients
- Ability to interview others for information
- Knowledge of local sources of job training
- Knowledge of various cultural backgrounds
- Knowledge of local labor market trends
- Knowledge of job search assistance and development techniques
- Ability to teach and assist in resume writing
- Knowledge of job search skills
- Report writing skills
- Ability to use a computer
- Management and organizational skills
- Career Testing
- Internet Research Skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Program Coordinator, and management positions.

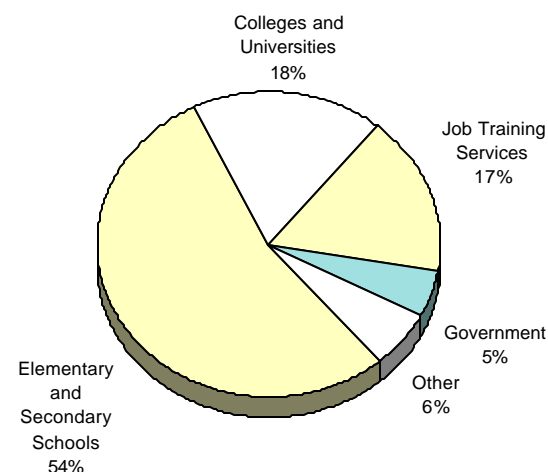
Nontraditional Occupation: No.
73% of workers in survey responses were female.

Turnover: Moderately high, 27% in the past 12 months.

Unionization: Yes. 25% of employers and 23% of employees were unionized.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	86%
Vision Insurance:	71%
Life Insurance:	64%
Paid Sick Leave:	86%
Paid Vacation:	71%
Retirement Plan:	64%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, public school or program referrals, Employment Development Department, and San Diego Career Center Network.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Vocational and Educational Counselors**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Vocational and Educational Counselors work full-time, 40 hours per week. A few work part-time, 21 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$9.00 - 15.00 \$12.47 - 16.00	\$11.99 \$14.59
New Hires, With Experience: Union:	\$12.00 - 20.00 \$13.43 - 22.00	\$13.90 \$15.41
After Three Years With the Firm: Union:	\$13.50 - 21.00 \$14.38 - 27.00	\$17.43 \$18.29

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Small - Less than 1,662

OES Growth Projections: New jobs through 2004: 240

Separations to 2004: 240

*Total Openings: 480

New Job Growth Rate: 16.4%*. Projected growth is about the same as the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Responses and Employment Outlook:

16 employers provided data to develop this profile.

13 expect employment to remain stable and 3 project employment to grow over the next three years.

Education / Training Providers: See Appendix A, page 203

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

WAITERS and WAITRESSES (Banquet Servers)

Sub part of OES 650080

Waiters and Waitresses serve food and / or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables.

Banquet Waiters and Waitresses serve meals and drinks to patrons attending group functions such as banquets, weddings, ceremonies and other special events. Does not include workers who only work at counters.

Alternate Job Titles: Formal Waiter / Waitress, Banquet Waiter / Waitress, Servers

Related DOT Codes: 311.137-014, 311.477-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers usually provide on-the-job training for employees and require a county food handling card.

Experience: Many firms usually require related work experience. They prefer applicants with 1 year prior experience as a Waiter / Waitress or food / beverage handler.

Skills rated "very important":

- Possession of a county food handling card
- Public contact and customer service skills
- Willingness to work nights, weekends and holidays
- Ability to follow oral instructions
- Ability to read and follow instructions
- Ability to work on a team
- Ability to get along with co-workers
- Ability to work under pressure
- Oral communication skills
- Ability to stand for long periods of time
- Customer service skills
- Knowledge of wines
- Ability to perform table side saute
- Nice appearance and good grooming habits
- Ability to lift 40lbs / carry heavy trays

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Banquet Manager, Server Captain, Party Manager

Nontraditional Occupation: No.
45% of workers in survey responses were female.

Turnover: Very low, 2% in the past 12 months.

Unionization: Yes. 19% of employers and 60% of employees surveyed.

WHERE THE JOBS ARE

- Caterers
- Hotels
- Upscale Restaurants

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	92%
Vision Insurance:	42%
Life Insurance:	67%
Paid Sick Leave:	58%
Paid Vacation:	83%
Retirement Plan:	42%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Waiters and Waitresses (Banquet Servers)**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many Waiters / Waitresses (Banquet Servers) work part-time, 24 hours per week. Some work on a temporary basis, 10 hours per week and a few work full-time, 37 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$5.00 - 25.50 \$7.00 - 16.50	\$13.00 \$15.25
New Hires, With Experience: Union:	\$6.50 - 26.00 \$7.00 - 21.50	\$14.00 \$17.25
After Three Years With the Firm: Union:	\$8.00 - 28.00 \$8.50 - 24.50	\$17.00 \$20.25

* Combined base wage and estimated tips collected.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Very Large - 7,202 and above
OES Growth Projections: New jobs through 2004: 1,920
Separations to 2004: 6,810
 *Total Openings: 8,730

New Job Growth Rate: 11.0%*. Projected growth is slower than the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Openings for Banquet Waiters and Waitresses are included in the general classification of Waiters and Waitresses.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 230

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

WEBMASTERS / WEB SITE DESIGNERS

No OES Code - Emerging Occupation

Webmasters / Web Site Designers are responsible for managing the content and artistic design of an organization's internet web site and updating web site material. Web Site Designers use specialized software to design and create web pages for the Internet's World Wide Web. They develop innovative ways of using digitized multimedia elements to communicate messages of businesses, agencies, organizations etc. to customers, employees and / or the world at large.

Alternate Job Titles: Web Designers, Content Developers

Related DOT Codes: 030.162-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have a bachelor degree. Some have an associate degree.

Training: Most firms never allow training to substitute for work experience. Employers prefer applicants with word processing, desktop publishing, and database software skills. Some prefer training in computer graphics applications.

Experience: Many firms usually require related work experience. They prefer applicants with 6 months to 2 years experience as a Graphic Artist, Graphic Designer or Web Site Designer.

Skills rated "very important":

- Knowledge of Windows and Macintosh platforms
- Ability to work independently
- Creativity
- Ability to work under pressure and meet deadlines
- Web site design and editing skills
- Ability to design computer graphic images
- Knowledge of: Photoshop, Quark Express, Adobe Illustrator
- Interface design skills
- Ability to create and edit hypertext markup
- Knowledge of download time, bandwidth and internet browsers
- Oral communication skills
- Knowledge of cross platform issues
- Knowledge of Java, PERL and VRML programming
- HTML web design skills
- Knowledge of internet protocols
- Customer service skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Production Manager

Nontraditional Occupation: Yes.
24% of workers in survey responses were female.

Turnover: Moderate, 18% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

- Broadcast and Print Media
- Colleges and Universities
- Multi Media Companies
- Public Relations Firms
- Web Site Development Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	89%
Dental Insurance:	89%
Vision Insurance:	78%
Life Insurance:	89%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	56%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer, internet web sites, "networking".

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Webmasters**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Web Masters work full-time, 42 hours per week. A few work on a temporary or on call basis, 31 hours per week. Some work as independent contractors, consultants or through a temporary staffing agency.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 15.50	\$11.50
New Hires, With Experience:	\$10.00 - 20.75	\$15.00
After Three Years With the Firm:	\$14.00 - 28.50	\$19.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: No data available

OES Growth Projections: No data available

New Job Growth Rate: No data available

Employer Outlook on Employment : Almost all responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 227

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

WELDERS and CUTTERS

OES 939140

Welders and Cutters use flamecutting, hand, arc and gas welding equipment and gas torches to weld together metal components of such products as pipelines, automobiles, boilers and ships or join together components of fabricated sheet metal assemblies or cut, trim or scarf metal objects to dimensions as specified by layout, work orders or blueprints.

Alternate Job Titles: Arc Cutter, Arc Welder, Gas Welder, Welder Assembler, Shipfitters, Production Welders

Related DOT Codes: 810.384-010, 810.384-014, 810.664-010, 810.684-010, 811.684-014, 816.364-010,

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a high school diploma or equivalent.

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 6 - 12 months training and possess a welding certificate.

Experience: Most firms always require related work experience. They prefer applicants with 4 - 5 years experience as a Pipefitter Helper, Machine Welder or Sheet Metal Worker.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to work independently
- Ability to pass a work performance test
- Ability to do arc welding
- Ability to stand for long periods of time
- Ability to work in awkward positions or confined spaces
- Possession of a mechanical aptitude
- Ability to read blueprints
- Oral communication skills
- Ability to do precision work
- Ability to perform physically demanding tasks
- Knowledge of laser technology
- Knowledge of welding of welding engineering
- Operating computerized welding machines

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Foreman, Supervisor

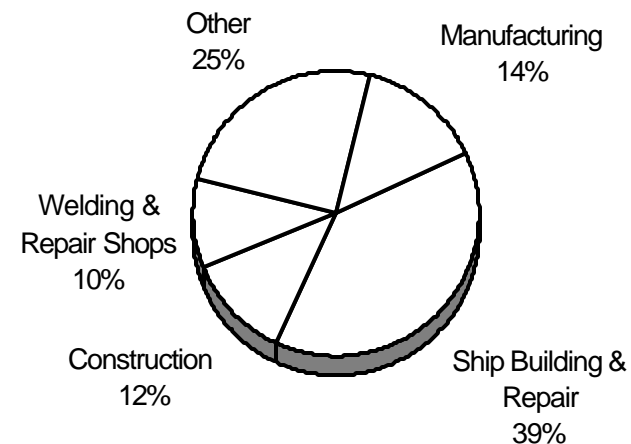
Nontraditional Occupation: Yes.
7% of workers in survey responses were female.

Turnover: Moderately high, 28% in the past 12 months.

Unionization: Yes. 25% of employers and 92% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	93%
Dental Insurance:	79%
Vision Insurance:	57%
Life Insurance:	79%
Paid Sick Leave:	29%
Paid Vacation:	93%
Retirement Plan:	36%
Other: 401-K Plan, Profit Sharing, Union Retirement Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, union hall referrals, job fairs, Employment Development Department, public school referrals, in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Welders and Cutters**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicate Welders and Cutters work full-time, 41 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$5.50 - 15.00 \$7.25 - 12.00	\$7.00 \$10.00
New Hires, With Experience: Union:	\$8.00 - 20.00 \$11.00 - 13.25	\$12.00 \$12.50
After Three Years With the Firm: Union:	\$13.00 - 25.00 \$14.00 - 16.75	\$14.00 \$15.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1999 Employment: Medium - Range 1,662 - 3,323

OES Growth Projections: New jobs through 2004: 230

Separations to 2004: 370

*Total Openings: 400

New Job Growth Rate: 11.6%*. Projected growth is slower when compared to the county-wide average of 17.7%*.

*7 year period 1997 through 2004.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 230

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

APPENDIX A

SOURCES OF
EDUCATION AND TRAINING
FOR 1998 - 2000 OCCUPATIONS

Education and Training Sources for 2000 Occupational Outlook Report

Accountants and Auditors

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000

www.csusm.edu

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Kelsey Jenny College

201 A St.
San Diego, CA 92101
619-233-7418
www.kelsey-jenney.com

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200
www.nu.edu

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Park College

Joint Education Center, Bldg. 1331, Rm. 207
Camp Pendleton, CA 92055
760-725-6858
www.park.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300
www.usiu.edu

University of Phoenix

3890 Murphy Canyon Rd.
San Diego, CA 92123
619-576-7469
www.uophx.edu/sandiego

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4506
www.acusd.edu

Activities Directors

**University of California, San Diego,
Extension Program**

9500 Gilman Dr.
San Diego, CA 92093
858-534-3400
www.esps.ucsd.edu

Assemblers, Electrical & Electronic Equipment, Precision

Advanced Training Associates

1870 Joe Crossen Dr., Ste. B
El Cajon, CA 92020
619-596-2766
www.advancedtraining.net

Applied Professional Training

6976 Mimosa Dr.
Carlsbad, CA 92009
800-431-8488
www.aptc.com

cont'd

Assemblers, Electrical & Electronic Equipment, Precision cont'd

Center for Employment & Training

3295 Market St.
San Diego, CA 92102
619-233-6829

and
1131 E. Washington Ave., #6
Escondido, CA 92025
760-747-9115

Regional Occupational Program, East County

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

Assemblers & Fabricators

Center for Employment & Training

3295 Market St.
San Diego, CA 92102
619-233-6829
and
1131 E. Washington Ave., #6
Escondido, CA 92025
760-747-9115

Occupational Training Services, Inc.

8799 Balboa Ave., Suite 100
San Diego, CA 92123
858-560-0411
www.ots2000.com

San Diego Community College District/ Continuing Education Centre City

1400 Park Blvd.
San Diego, CA 92101
619-230-2300

San Diego Community College District/Continuing Education Educational Cultural Complex

4343 Ocean View Blvd.
San Diego, CA 92113
619-527-5258

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, North County

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

Automated Assemblyline Technicians

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

Bio-Process or Chemical-Process Technicians (Inspectors Testers & Graders)

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

Biotechnology Laboratory Assistants

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

Bookkeeping, Accounting Clerks

Chula Vista Adult School

1034 Fourth Ave.
Chula Vista, CA 91911
619-691-5760

Escondido Adult Education

3750 Mary Lane
Escondido, CA 92025
760-739-7300

First Software Academy

9574 Lamar St.
Spring Valley, CA 91977
619-464-2500
www.3t.org

cont'd

Bookkeeping, Accounting Clerks cont'd

Grossmont Adult Education

1100 Murray Dr.

El Cajon, CA 92020

619-644-8015

www.grossmont.k12.ca.us/adult/adulted.html

Montgomery Adult School

3240 Palm Ave.

San Diego, CA 92154

619-628-3017

National City Adult School

517 W. 24th St.

National City, CA 91950

619-336-7037

nca.suhsd.k12.ca.us

Nordstrom Business Institute

4995 Murphy Canyon Rd.

San Diego, CA 92123

858-279-7188

Regional Occupational Program, East County

924 E. Main

El Cajon, CA 92021

619-590-3923

www.sdcoe.k12.ca.us/rop

Regional Occupational Program, Metro Area

6735 Gifford Way

San Diego, CA 92111

858-627-7364

www.sdcoe.k12.ca.us/rop

Regional Occupational Program, North County

2080 Mission Ave.

Oceanside, CA 92054

760-439-5738

www.sdcoe.k12.ca.us/rop

Regional Occupational Program, South County

1355 Second Ave.

Chula Vista, CA 91911

619-691-5611

www.sdcoe.k12.ca.us/rop

San Diego Community College Cont. Ed. Centre City

1440 Park Blvd.

San Diego, CA 92101

619-230-2300

San Diego Community College Cont. Ed. Caesar Chavez Center

1960 National Blvd.

San Diego, CA 92113

619-230-2895

San Diego Community College Cont. Ed. Mid City Center

5348 University Ave.

San Diego, CA 92105

619-265-3455

San Diego Community College Cont. Ed. North City Center

7405 Mesa College Dr.

San Diego, CA 92111

858-627-2545

San Diego Community College Cont. Ed. West City Center

3249 Fordham St.

San Diego, CA 92110

619-221-6973

San Diego State University, College of Extended Studies

5300 Campanile Dr.

San Diego, CA 92181

619-594-5152

www.ces.sdsu.edu

University of California, San Diego, Extended Studies

9500 Gilman Dr.

San Diego, CA 92093

858-534-3400

www.esps.ucsd.edu

Valley Career College

878 Jackman St.

El Cajon, CA 92020

619-593-5111

Bus and Truck Mechanics

Miramar Community College

10440 Black Mountain Rd.

San Diego, CA 92126

858-536-7800

intergate.miramar.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.

San Marcos, CA 92069

760-744-1150

www.palomar.edu

Regional Occupational Program, East County

924 E. Main

El Cajon, CA 92021

619-590-3923

www.sdcoe.k12.ca.us/rop

Regional Occupational Program, North County

2080 Mission Ave.

Oceanside, CA 92054

760-439-5738

www.sdcoe.k12.ca.us/rop

Career, Vocational, Educational Counselors

Chapman University

7460 Mission Valley Rd.

San Diego, CA 92108

619-296-8660

www.chapman.edu/cvl/ac

cont'd

**Career, Vocational,
Educational Counselors**

cont'd

Christian Heritage College

2100 Greenfield Dr.
El Cajon, CA 92019
619-588-7747

www.christianheritage.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871

www.sdsu.edu

Carpenters

Associated General Contractors of America

6212 Ferris Square
San Diego, CA 92121
858-558-0739

www.agcsd.org

Black Contractors Association of San Diego

6125 Imperial Ave.
San Diego, CA 92114
619-263-9791

Center For Employment Training

3295 Market St.
San Diego, CA 92102
619-233-6829

and

1131 E. Washington Ave., #6
Escondido, CA 92025
760-747-9115

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600

www.sdmesa.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92029
760-744-1150

www.palomar.edu

204

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7364

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738

www.sdcoe.k12.ca.us/rop

San Dieguito Adult Education

710 Encinitas Blvd.
Encinitas, CA 92024
760-753-7073

**Southern California Carpentry Joint
Apprentice & Training Committee**

8595 Miralani Dr.
San Diego, CA 92126
858-621-2667

www.californiacarpenters.org

**Chemical Dependency / Substance
Abuse Counselors**

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660

www.chapman.edu/cdl/ac

Christian Heritage College

2100 Greenfield Dr.
El Cajon, CA 92019
619-441-2200.

www.christianheritage.edu

**Griffin & Wong Institute for Education
and Training**

2870 Fourth Ave., #100
San Diego, CA 92101
619-294-9852

www.realsolutions.org

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200

www.nu.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 93101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-635-4772

www.usiu.edu

Chemists

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000

www.csusm.edu

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000

www.gcccd.cc.ca.us/grossmont/

cont'd

Chemists

cont'd

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 93101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

University of California, San Diego

9500 Gilman Dr.
San Diego, CA 92093
858-534-2230
www.ucsd.edu

University of San Diego

5998 Alcalá Park
San Diego, CA 92110
619-260-4600
www.acusd.edu

Child Care Workers**Cuyamaca Community College**

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069

760-744-1150

www.palomar.edu**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

**San Diego Community College Cont. Ed.
Educational Cultural Complex**

4343 Ocean View Blvd.
San Diego, CA 92113
619-527-5258

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

cont'd

Child Care Workers cont'd

Union of Pan Asian Communities Training

1031 25th St.
San Diego, CA 92102
619-232-6454
www.upacsd.com

Civil Engineering Technicians

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

Civil Engineers

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

University of California, San Diego

9500 Gilman Dr.
La Jolla, CA 92093

858-534-2230

www.ucsd.edu

Computer Engineers

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000
www.csusm.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cil/ac

Coleman College

7380 Parkway Dr.
La Mesa, CA 91942
619-465-3990
and
1284 W. San Marcos Blvd., # 110
San Marcos, CA 92096
760-747-3990
www.coleman.edu

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.

Oceanside, CA 92056

760-757-2121

www.miracosta.cc.ca.us

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200
www.nu.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

**San Diego State University Foundation,
Defense Conversion Center**

5178 College Ave.
San Diego, CA 92182
619-594-4922
www.foundation.sdsu.edu/defcon/defhome.html

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300
www.usiu.edu

cont'd

Computer Engineers **cont'd**

University of California, San Diego

9500 Gilman Dr.
La Jolla, CA 92093
858-534-2230
www.ucsd.edu

University of Redlands

9040 Friars Rd., Ste., 310
San Diego, CA 92108
619-284-9292
newton.uor.edu/ANWC/sdcenter.html

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4600
www.acusd.edu

Webster University

6480 Weathers Pl., Suite 104
San Diego, CA 92121
858-458-9310
www.webster.edu/ca

Computer Programmers

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000
www.csusm.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cll/ac

Coleman College

7380 Parkway Dr.
La Mesa, CA 91942
619-465-3990
and
1284 W. San Marcos Blvd.
San Marcos, CA 92096

760-747-3990

www.coleman.edu

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

First Software Academy

9574 Lamar St.
Spring Valley, CA 91977
619-464-2500
www.3t.org

Foundation College

5353 Mission Center Rd., Ste.100
San Diego, CA 92108
619-683-3273
www.foundationcollege.org

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

National University

4141 Camino Del Rio South
San Diego, CA 92108

619-563-7200

www.nu.edu

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

**San Diego State University Foundation,
Defense Conversion Center**

5178 College Ave.
San Diego, CA 92182
619-594-4922
www.foundation.sdsu.edu/defcon/defhome.html

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300
www.usiu.edu

cont'd

Computer Programmers

cont'd

University of California, San Diego

9500 Gilman Dr.
La Jolla, CA 92093
858-534-2230
www.ucsd.edu

**University of California, San Diego,
Extended Studies**

9500 Gilman Dr.
La Jolla, CA 92093
858-534-3400 / 858-451-7474
www.esps.ucsd.edu

University of Phoenix

3890 Murphy Canyon Rd.
San Diego, CA 92123
888-325-1509
www.uophx.edu/sandiego

University of Redlands

9040 Friars Rd., Suite 310
San Diego, CA 92108
619-284-9292
newton.uor.edu/ANWC/sdcenter.html

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4600
www.acusd.edu

Webster University

6480 Weathers Pl., Suite 104
San Diego, CA 92121
858-458-9310
www.webster.edu/ca

Concierges**Travel University International**

3870 Murphy Canyon Rd., Suite 310
San Diego, CA 92123
858-292-9755
www.traveluniversity.edu

Correction Officers and Jailers**Grossmont Community College**

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200
www.nu.edu

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Park College

Joint Education Center, Bldg. 1331, Rm. 207
Camp Pendleton, CA 92055
760-725-6858
www.park.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego State University

5300 Campanile Dr.

San Diego, CA 92182
619-594-6871
www.sdsu.edu

**San Diego State University,
College of Extended Studies**

5300 Campanile Dr.
San Diego, CA 92181
619-594-5152
www.ces.sdsu.edu

Union Institute

2877 Camino Del Rio South, Ste. 115
San Diego, CA 93108
619-491-0484 / 800 899-8501
www.tui.edu

Customer Service Representatives**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

Data Base Administrators**California State University, San Marcos**

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000
www.csusm.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cil/ac

cont'd

Data Base Administrators **cont'd**

Coleman College

7380 Parkway Dr.
La Mesa, CA 91942
619-465-3990
and
1284 W. San Marcos Blvd.
San Marcos, CA 92096
760-747-3990
www.coleman.edu

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

Foundation College

5353 Mission Center Rd., Ste.100
San Diego, CA 92108
619-683-3273
www.foundationcollege.org

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Learnsoft Technology Group

9720 Scanton Rd.
San Diego, CA 92121
858-546-1400
www.learnsoft.com

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Park College

Joint Education Center, Bldg. 1331, Rm. 207
Camp Pendleton, CA 92055
760-725-6858
www.park.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

**San Diego State University,
College of Extended Studies**

5300 Campanile Dr.
San Diego, CA 92182
619-594-5669
www.ces.sdsu.edu

Southwestern Community College

900 Otay Lakes Rd.

Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

Training Directions

6920 Miramar Rd., Ste. 309
San Diego, CA 92121
858-695-2755
www.trainingdirections.com

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300
www.usiu.edu

University of California, San Diego

9500 Gilman Dr.
La Jolla, CA 92093
858-534-2230
www.ucsd.edu

University of Phoenix

3890 Murphy Canyon Rd.
San Diego, CA 92123
888-325-1509
www.uophx.edu/sandiego

University of Redlands

9040 Friars Rd., Suite 310
San Diego, CA 92108
619-284-9292
newton.uor.edu/ANWC/sdcenter.html

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4600
www.acusd.edu

Webster University

6480 Weathers Pl., Suite 104
San Diego, CA 92121
858-458-9310
www.webster.edu/ca

Dental Hygienists

Cabrillo College

6500 Soquel Dr.
Aptos, CA 95003
831-479-6471
www.cabrillo.cc.ca.us/divisions/becho/dh/dental/DHhmpg1.html

Chabot College

25555 Hesperian Blvd.
Hayward, CA 94545
510-768-6898
www.clpccd.cc.ca.us/cc

Cypress College

9200 Valley View St.
Cypress, CA 90630
714-484-7283
www.cypress.cc.ca.us

Diablo Valley College

321 Golf Club Rd.
Pleasant Hill, CA 94523
925-685-1230
www.dvc.edu

Foothill College

12345 El Monte Ave.
Los Altos Hills, CA 94022
650-949-7777
www.foothill.fhda.edu/programs/career.html

Fresno City College

1101 East University Ave.
Fresno, CA 93741
559-244-2604
www.fcc.cc.ca.us/healthsci/hsdivision.html

Loma Linda University

11234 Anderson
Loma Linda, CA 92354
909-558-4621 / 800-422-4558
www.llu.edu/llu/dentistry/admissions/admitinfo.html

Pasadena City College

1570 East Colorado Blvd.
Pasadena, CA 91106
626-585-7123
www.paccd.cc.ca.us

Sacramento City College

3835 Freeport Blvd.
Sacramento, CA 95822
916-558-2271
www.scc.losrios.cc.ca.us

San Joaquin Valley College

8400 W. Mineral King
Visalia, CA 93291
559-651-2500
www.sjvc.com

Taft College

29 Emmons Park Dr.
Taft, CA 93268
661-763-7706
www.taft.cc.ca.us/

University of California, San Francisco School of Dentistry

Millberry Union, Room 200
San Francisco, CA 94143
415-476-8280
www.ucsf.edu/den/dentlhyg.htm

West Los Angeles College

4800 Freshman Dr.
Culver City, CA 90230
310-287-4200
www.geocities.com/~wla

Dietetic Technicians

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

Education Administrators

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000
www.csusm.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cll/ac

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300
www.usiu.edu

University of California, San Diego

9500 Gilman Dr.
La Jolla, CA 92093
858-534-2230
www.ucsd.edu

cont'd

Education Administrators **cont'd**

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4600
www.acusd.edu

Electrical, Electronic Assemblers

Center For Employment Training

3295 Market St.
San Diego, CA 92102
619-233-6829
and
1131 E. Washington Ave., #6
Escondido, CA 92025
760-747-9115

International Mutual Assistance Association

4102 El Cajon Blvd.
San Diego, CA 92105
619-584-4018

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**San Diego Community College Cont. Ed.
Educational Cultural Complex**

4343 Ocean View Blvd.
San Diego, CA 92113
619-527-5258

Electrical & Electronic Engineers

National University

4141 Camino Del Rio South

San Diego, CA 92108
619-563-7200

www.nu.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

**San Diego State University Foundation,
Defense Conversion Center**

5178 College Ave.
San Diego, CA 92182
619-594-4922
www.foundation.sdsu.edu/defcon/defhome.html

University of California, San Diego

9500 Gilman Dr.
La Jolla, CA 92093
858-534-2230
www.ucsd.edu

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4600
www.acusd.edu

Electrical and Electronic Technicians

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

ITT Technical Institute

9680 Granite Ridge Dr.
San Diego, CA 92123
858-571-8500
www.itt-tech.edu

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

**San Diego Community College Cont. Ed.
Skills Center, Center City**

1400 Park Blvd.
San Diego, CA 92101
619-230-2300

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

Financial Planners

A.D. Banker & Company

8775 Aero Dr., #138
San Diego, CA 92123
800-866-2468

cont'd

Financial Planners

cont'd

Anthony Schools of San Diego

5939 Balboa Ave.
San Diego, CA 92111
800-272-2162
www.anthonyschools.com

Mike Russ Financial Training Centers

8322 Clairemont Mesa Blvd., Ste.103
San Diego, CA 92111-1317
800-724-5661
www.mikeruss.org

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

Food Service Managers

Family Health Services

2850 Sixth Ave., Ste. 408
San Diego, CA 92103
619-294-2192

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

Travel University International

3870 Murphy Canyon Rd., Suite 310
San Diego, CA 92123

858-292-9755

www.traveluniversity.edu

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300
www.usiu.edu

General Office Clerks

Able-Disabled Advocacy

2850 Sixth Ave., Ste. 311
San Diego, CA 92103
619-231-5990
surferjet.com/ada

Coronado Adult Education

650 E. Ave.
Coronado, CA 92118
619-522-8911

Grossmont Adult Education

1100 Murray Dr.
El Cajon, CA 92020
619-644-8015
www.grossmont.k12.ca.us/adult/adulted.html

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700
www.gcccd.cc.ca.us/grossmont/

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Montgomery Adult School

3240 Palm Ave.
San Diego, CA 92154
619-628-3017

Nordstrom Business Institute

4995 Murphy Canyon Rd.
San Diego, CA 92123
858-279-7188

Regional Occupational Program, East County

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, North County

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

San Ysidro Center Adult School

4220 Otay Mesa Rd.
San Ysidro, CA 93173
619-662-4026

United Education Institute

1323 Sixth Ave.
San Diego, CA 92101
619-544-9800
www.uei.org

General Secretaries

Able-Disabled Advocacy

2850 Sixth Ave., Ste. 311
San Diego, CA 92103
619-231-5990
surferjet.com/ada

Escondido Adult Education

3750 Mary Lane
Escondido, CA 92025
760-739-7300

Grossmont Adult Education

1100 Murray Dr.
El Cajon, CA 92020
619 579-4770
www.grossmont.k12.ca.us/adult/adulted.html

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Kelsey Jenny College

201 A St.
San Diego, CA 92101
619-233-7418
www.kelsey-jenney.com
and
7310 Miramar Rd.
San Diego, CA 92126
858-549-5070

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Montgomery Adult School

3240 Palm Ave.
San Diego, CA 92154
619-691-5670

National City Adult School

517 W. 24th St.
National City, CA 91950
619-336-7037
nca.suhsd.k12.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

Rane Technical Training Centers

7875 Convoy Ct., Ste. 6
San Diego, CA 92111
858-495-0522

Regional Occupational Program, East County

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, North County

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

San Diego City College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us

San Diego Community College District Continuing Education

Educational Cultural Complex
4343 Ocean View Blvd.
San Diego, CA 92113
619-527-5258

Skills Centers of America

6255 University Ave., #A1
San Diego, CA 92115
619-286-6001
www.skillcenters.org
and
319 Rancho Santa Fe Rd.
San Marcos, CA 92069
760-736-2085

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

United Education Institute

1323 Sixth Ave.
San Diego, CA 92101
619-544-9800
www.uei.org

cont'd

General Secretaries

cont'd

Valley Career College
878 Jackman St.
El Cajon, CA 92020
619-593-5111

Graphic Artists

Advertising Arts College
10025 Mesa Rim Rd.
San Diego, CA 92121
858-546-0602
www.taac.edu

Cuyamaca Community College
900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

Foundation College
5353 Mission Center Rd., Ste.100
San Diego, CA 92108
619-683-3273
www.foundationcollege.org

Mesa Community College
7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

Palomar Community College
1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Platt College, San Diego
6250 El Cajon Blvd.
San Diego, CA 92115
619-265-0107
www.platt.edu

Point Loma Nazarene University
3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

**Regional Occupational Program,
East County**
924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**
2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**
1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

San Diego City Community College
1313 Twelfth Ave.
San Diego, CA 93101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

Southwestern Community College
900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

**University of California, San Diego,
Extended Studies**
9500 Gilman Dr.
San Diego, CA 92093
858-534-3400
www.esps.ucsd.edu

**Hazardous Materials
Removal Workers**

Cuyamaca Community College
900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

Palomar Community College
1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Southwestern Community College
900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

**Heating, Air Conditioning and
Refrigeration Mechanics**

Palomar Community College
1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Plumbers & Steamfitters Local #230
6313 Nancy Ridge Dr.
San Diego, CA 92121
858-554-0586

**Regional Occupational Program,
East County**
924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

cont'd

Heating, Air Conditioning and Refrigeration Mechanics cont'd

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7346

www.sdcoe.k12.ca.us/rop

Regional Occupational Program, North County

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738

www.sdcoe.k12.ca.us/rop

San Diego Sheet Metal Joint Apprenticeship & Training Committee

4594 Mission Gorge Pl.
San Diego, CA 92108
619-265-2758

Hotel Desk Clerks

San Diego Hospitality Institute

930 Gateway Center Way
San Diego, CA 92102
619-527-0457

www.home.pacbell.net/progempl/index.html

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7346

www.sdcoe.k12.ca.us/rop

Regional Occupational Program, North County

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738

www.sdcoe.k12.ca.us/rop

Regional Occupational Program, South County

1355 Second Ave.

Chula Vista, CA 91911
619-691-5611

www.sdcoe.k12.ca.us/rop

Human Resource Technicians

California Pacific University

9683 Tierra Grande Rd., Ste. 100
San Diego, CA 92126
858-695-3292 / 800 458-9667

www.cpu.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660

www.chapman.edu/cil/ac

National University

4121 Camino Del Rio South
San Diego, CA 92108-4107
619-563-7200

and

2022 University Dr.
Vista, CA 92083
760-945-6100

www.nu.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871

www.sdsu.edu

San Diego State University, College of Extended Studies

5300 Campanile Dr.
San Diego, CA 92182
619-594-5669

www.ces.sdsu.edu

University of California, San Diego, Extension Program

9500 Gilman Dr.
San Diego, CA 92093
858-534-3400

www.esps.ucsd.edu

University of Redlands

9040 Friars Rd., Suite 310
San Diego, CA 92108
619-284-9292

newton.uor.edu/ANWC/sdcenter.html

Import / Export Specialists

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611

www.sdcoe.k12.ca.us/rop

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700

www.swc.cc.ca.us

Instructional Aides

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.gcccd.cc.ca.us/default.asp

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000

www.gcccd.cc.ca.us/grossmont/

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600

www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121

www.miracosta.cc.ca.us

cont'd

Instructional Aides

cont'd

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

Interpreters, Sign Language**Mesa Community College**

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

Landscape Architects**Grossmont Adult Education**

1100 Murray Dr.
El Cajon, CA 92020
619-644-8015
www.grossmont.k12.ca.us/adult/adulted.html

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

Legal Secretaries**Chula Vista Adult School**

1034 Fourth Ave.
Chula Vista, CA 91911
619-691-5760

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Kelsey Jenny College

201 A St.
San Diego, CA 92101
619-233-7418
www.kelsey-jenney.com

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

cont'd

Legal Secretaries cont'd

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611

www.sdcoe.k12.ca.us/rop

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700

www.swc.cc.ca.us

Loan & Credit Clerks

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660 / 435-6272

www.chapman.edu/cll/ac

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7364

www.sdcoe.k12.ca.us/rop

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**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611

www.sdcoe.k12.ca.us/rop

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871

www.sdsu.edu

**San Diego State University,
College of Extended Studies**

5300 Campanile Dr.
San Diego, CA 92182
619-594-5669

www.ces.sdsu.edu

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300

www.usiu.edu

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4506

www.acusd.edu

Machinists

Chula Vista Adult School

1034 Fourth Ave.
Chula Vista, CA 91911
619-691-5760

Davis Tech Centers

13200 Kirkham Way, Ste. 114
Poway, CA 92064
858-748-9692

www.davistechcenters.com

Grossmont Adult Education

1100 Murray Dr.
El Cajon, CA 92020

619-579-4770

www.grossmont.k12.ca.us/adult/adulted.html

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121 / 888-201-8480

www.miracosta.cc.ca.us

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7346

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738

www.sdcoe.k12.ca.us/rop

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

**San Diego Community College Cont. Ed.
Skills Center, Center City**

1400 Park Blvd.
San Diego, CA 92101
619-230-2559

Maintenance Repairers, General Utility

Center For Employment Training

3295 Market St.
San Diego, CA 92102
619-233-6829

cont'd

**Maintenance Repairers,
General Utility** cont'd

Center For Employment Training
1131 E. Washington Ave., #6
Escondido, CA 92025
760-747-9115

Comprehensive Training Systems, Inc.
497 Eleventh St.
Imperial Beach, CA 91932
619-424-6650
and
3180 University Ave.
San Diego, CA 92104
619-281-9133

**Regional Occupational Program,
East County**
924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**
6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**
2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**
1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

Manufacturing Assistants (Chemical Equipment Controllers & Operators)

**Rands Systems Inc.,
Ocean Point Tech Center**
5441 Avenida Encinas, Ste. B
Carlsbad, CA 92008
760-431-8355

San Diego City Community College
1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

Massage Therapists

Academy of Professional Careers
8376 Hercules St.
La Mesa, CA 92142
619-461-5100

and
6784 El Cajon Blvd
San Diego, CA 92108
www.academyofhealthcareers.com/

Body Mind College
4050 Sorrento Valley Blvd., Ste. L
San Diego, CA 92121
858-453-3295 / 800-239-6463
www.bodymindcollege.com

Healing Hands School of Holistic Health
125 W. Mission, # 12
Escondido, CA 92025
760-746-9364

Mueller College of Holistic Studies
4607 Park Blvd.
San Diego, CA 92116
619-291-9811 / 800-245-1976
www.muellercollege.com

Pacific College of Oriental Medicine
7445 Mission Valley Rd., Ste. 105
San Diego, CA 92108

619-574-6909 / 800-729-0941
www.ormed.edu

School of Healing Arts
1001 Garnet Ave., Ste. 200
San Diego, CA 92109
858-581-9429
www.schoolhealingarts.com

Medical Assistants

Academy of Professional Careers
8376 Hercules St.
La Mesa, CA 92142
619-461-5100

and
6784 El Cajon Blvd
San Diego, CA 92108
www.academyofhealthcareers.com/

Center for Employment & Training
3295 Market St.
San Diego, CA 92102
619-233-6829
and
1131 E. Washington Ave., #6
Escondido, CA 92025
760-747-9115

Chula Vista Adult School
1034 Fourth Ave.
Chula Vista, CA 91911
619-691-5760

Comprehensive Training Systems, Inc.
497 Eleventh St.
Imperial Beach, CA 91932
619-424-6650
and
3180 University Ave.
San Diego, CA 92104
619-281-9133

Concord Career Institute
123 Camino De La Reina, Ste. E-125
San Diego, CA 92108
619-688-0800

cont'd

Medical Assistants **cont'd**

Grossmont Health Occupations Center

9368 Oakbourne Rd
Santee, CA 92071
619-596-3690

Kelsey Jenny College

201 A St.
San Diego, CA 92101
619-233-7418

and

7310 Miramar Rd.
San Diego, CA 92126
858-549-5070

www.kelsey-jenney.com

Maric College

3666 Kearny Villa Rd., Suite 100
San Diego, CA 92123
858-279-4500

and

2030 University Dr.
Vista, CA 92083
760-630-1555

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600

www.sdmesa.sdccd.cc.ca.us

Occupational Training Services, Inc.

8799 Balboa Ave., Suite 100
San Diego, CA 92123
858-560-0411

www.ots2000.com

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150

www.palomar.edu

Pima Medical Institute

780 Bay Blvd., Ste. 101
Chula Vista, CA 91910
619-425-3200

www.pimamedical.com

Rane Technical Training Centers

7875 Convoy Ct., Ste. 6
San Diego, CA 92111
858-495-0522

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7346

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738

www.sdcoe.k12.ca.us/rop

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700

www.swc.cc.ca.us

United Education Institute

1323 Sixth Ave.
San Diego, CA 92101
619-544-9800

www.uei.org

Medical, Clinical Lab Assistants

Chula Vista Adult School

1034 Fourth Ave.
Chula Vista, CA 91911
619-691-5760

Grossmont Health Occupations Center

9368 Oakbourne Rd
Santee, CA 92071
619-596-3690

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7346

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611

www.sdcoe.k12.ca.us/rop

Medical Records Technicians

Grossmont Health Occupations Center

9368 Oakbourne Rd
Santee, CA 92071
619-596-3690

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600

www.sdmesa.sdccd.cc.ca.us

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923

www.sdcoe.k12.ca.us/rop

cont'd

Medical, Records Technicians cont'd

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

Medicine Health Service Managers

California Pacific University
9683 Tierra Grande Rd., Ste. 100
San Diego, CA 92126
858-695-3292
www.cpu.edu

Chapman University
7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660 / 435-6272
www.chapman.edu/cil/ac

National University
3580 Aero Ct.
San Diego, CA 92123
619-563-7100
www.nu.edu

San Diego State University
5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

**San Diego State University,
College of Extended Studies**
5300 Campanile Dr.
San Diego, CA 92182
619-594-5669
www.ces.sdsu.edu

University of California, San Diego
9500 Gilman Dr.
San Diego, CA 92093
858-534-2230
www.ucsd.edu

**University of California, San Diego,
Extended Studies**

9500 Gilman Dr.
San Diego, CA 92093
858-534-3400
www.esps.ucsd.edu

University of San Diego
5998 Alcala Park
San Diego, CA 92110
619-260-4506
www.acusd.edu

Webster University
6480 Weathers Pl., Suite 104
San Diego, CA 92121
858-458-9310
www.webster.edu/ca

Multi Media Specialists

Advertising Arts College
10025 Mesa Rim Rd.
San Diego, CA 92121
858-546-0602
www.taac.edu

Foundation College
5353 Mission Center Rd., Ste.100
San Diego, CA 92108
619-683-3273
www.foundationcollege.org

Mesa Community College
7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

Platt College, San Diego
6250 El Cajon Blvd.
San Diego, CA 92115
619-265-0107
www.platt.edu

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

San Diego Community College District

San Diego Metro Career Center
8401 Aero Dr.
San Diego, CA 92121
858-627-2545

**San Diego State University,
College of Extended Studies**

5300 Campanile Dr.
San Diego, CA 92182
619-594-5669
www.ces.sdsu.edu

**University of California, San Diego,
Extended Studies**

9500 Gilman Dr.
San Diego, CA 92093
858-534-3400
www.esps.ucsd.edu

Nurse Aides

Chula Vista Adult School
1034 Fourth Ave.
Chula Vista, CA 91911
619-691-5760

cont'd

Nurse Aides

cont'd

George G. Glenner Alzheimer's Family Ctr.
3702 Fourth Ave.
San Diego, CA 92103
619-543-4707

Golden Hill Health Careers Academy
2469 Broadway
San Diego, CA 92102
619-696-6053 or 696-9992

Grossmont Adult Education
1100 Murray Dr.
El Cajon, CA 92020
619-644-8015
www.grossmont.k12.ca.us/adult/adulted.html

Grossmont Health Occupations Center
9368 Oakbourne Rd
Santee, CA 92071
619-596-3690

Maric College
3666 Kearny Villa Rd., Suite 100
San Diego, CA 92123
858-279-4500
and
2030 University Dr.
Vista, CA 92083
760-630-1555

MiraCosta Community College
One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

National City Adult School
517 W. 24th St.
National City, CA 91950
619-336-7037
nca.suhsd.k12.ca.us

**Regional Occupational Program,
East County**
924 E. Main
El Cajon, CA 92021

619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**
6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**
2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**San Diego Community College Cont. Ed.
Mid City Center**
5348 University Ave.
San Diego, CA 92105
619-265-3455

Valley Career College
878 Jackman St.
El Cajon, CA 92020
619-593-5111

Occupational Therapy Assistants

Grossmont Community College
8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Operating Engineers

Associated General Contractors of America
6212 Ferris Square
San Diego, CA 92121
858-558-0739

Miramar Community College
10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Operating Engineers Training Trust
3935 Normal Street
San Diego, CA 92103
619-295-3186

Ophthalmic Technicians

Grossmont Adult Education
1100 Murray Dr.
El Cajon, CA 92020
619-644-8015
www.grossmont.k12.ca.us/adult/adulted.html

Pima Medical Institute
780 Bay Blvd., Ste. 101
Chula Vista, CA 91910
619-425-3200
www.pimamedical.com

**Regional Occupational Program,
North County**
2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

Painters

Associated General Contractors of America
6212 Ferris Square
San Diego, CA 92121
858-558-0739

**Southern California Painting & Drywall
Industries Apprenticeship Trust**
8250 Vickers, Ste. I
San Diego, CA 92111
858-278-1710

Paralegals

Chapman University
7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660 / 619 435-6272
www.chapman.edu/cil/ac

cont'd

Paralegals

cont'd

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019
619-670-1980 / 619-660-4000
cuyamaca.qcccd.cc.ca.us/default.asp

Kelsey Jenny College

201 A St.
San Diego, CA 92101
619-233-7418
www.kelsey-jenney.com

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

**University of California, San Diego,
Extended Studies**

9500 Gilman Dr.
San Diego, CA 92093
858-534-3400
www.esps.ucsd.edu

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4506
www.acusd.edu

Personnel Trainers**California Pacific University**

9683 Tierra Grande Rd., Ste. 100
San Diego, CA 92126
858-695-3292
www.cpu.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cll/ac

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200
and
2022 University Dr.
Vista, CA 92083
760-945-6100
www.nu.edu

**San Diego State University,
College of Extended Studies**

5300 Campanile Dr.
San Diego, CA 92182
619-594-5669
www.ces.sdsu.edu

**University of California, San Diego,
Extended Studies**

9500 Gilman Dr.
La Jolla, CA 92093
858-534-3400 / 858-451-7474
www.esps.ucsd.edu

University of Redlands

9040 Friars Rd., Suite 310
San Diego, CA 92108
619-284-9292
newton.uor.edu/ANWC/sdcenter.html

Pharmacy Technicians**Academy of Professional Careers**

8376 Hercules St.
La Mesa, CA 92142
619-461-5100
and
6784 El Cajon Blvd
San Diego, CA 92108
www.academyofhealthcareers.com/

California College for Health Sciences

222 West 24th St.
National City, CA 91950
619-477-4800
www.cchs.edu

Grossmont Health Occupations Center

9368 Oakbourne Rd
Santee, CA 92071
619-596-3690

Pharm-Tech

P. O. Box 2082
Carlsbad, CA 92018
760-591-2800

Pima Medical Institute

780 Bay Blvd., Ste. 101
Chula Vista, CA 91910
619-425-3200
www.pimamedical.com

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

United Education Institute

1323 Sixth Ave.
San Diego, CA 92101
619-544-9800
www.uci.org

cont'd

Pharmacy Technicians

cont'd

Valley Career College

878 Jackman St.
El Cajon, CA 92020
619-593-5111

Physical Therapists**Ola Grimsby Institute**

4420 Hotel Circle Court, Ste. 210
San Diego, CA 92108
619-298-4416

Physician Assistants**Charles R. Drew University of Medicine and Science**

1621 East 120th St.
Los Angeles, CA 90059
213-563-4800
web.fie.com/htbin/Molis/MolisSummary?FICE=FQ1966

Stanford University School of Medicine

Primary Care Associate Program
703 Welch Rd., Ste. F-1
Palo Alto, CA 94304-1760
650-723-7043
www.stanford.edu/dept/medfm/pca/tofc.html

University of California, Davis

FNP/PA Program, TICON II Building
2516 Stockton Blvd., Ste. 254
Sacramento, CA 95817
916-734-3550
famcommmed.ucdmc.ucdavis.edu/

University of Southern California School of Medicine

1975 Zonal Avenue, Ste. 500
Los Angeles, CA 90033
323-442-1842
www.usc.edu/schools/medicine

Western University of Health Sciences College of Osteopathic Medicine of the Pacific (COMP)

309 East College Plaza
Pomona, CA 91766-1889
909-623-6116
www.westernu.com/overview.html

Plumbers**Associated Builders & Contractors of San Diego**

4499 Ruffin Rd., Ste. 300
San Diego, CA 92123
858-492-9300

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Plumbers & Steamfitters Local #230

6313 Nancy Ridge Dr.
San Diego, CA 92121
858-554-0586

Regional Occupational Program, East County

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

Regional Occupational Program, North County

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

Probation, Parole Officers**Chapman University**

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cil/ac

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

Public Relations Managers

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000
www.csusm.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cll/ac

Christian Heritage College

2100 Greenfield Dr.
El Cajon, CA 92019
619-441-2200.
www.christianheritage.edu

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200
www.nu.edu

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106

619-849-2273

www.ptloma.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300
www.usiu.edu

University of California, San Diego

9500 Gilman Dr.
San Diego, CA 92093
858-534-2230
www.ucsd.edu

University of San Diego

5998 Alcalá Park
San Diego, CA 92110
619-260-4506
www.acusd.edu

Public Relations Specialists

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000
www.csusm.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cll/ac

Christian Heritage College

2100 Greenfield Dr.
El Cajon, CA 92019
619-441-2200.
www.christianheritage.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273
www.ptloma.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300
www.usiu.edu

University of California, San Diego

9500 Gilman Dr.
San Diego, CA 92093
858-534-2230
www.ucsd.edu

University of San Diego

5998 Alcalá Park
San Diego, CA 92110
619-260-4506
www.acusd.edu

Registered Nurses

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Maric College

3666 Kearny Villa Rd., Suite 100
San Diego, CA 92123
858-279-4500

cont'd

Registered Nurses

cont'd

Maric College

2030 University Dr.
Vista, CA 92083
760-630-1555

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200
www.nu.edu

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871
www.sdsu.edu

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

University of Phoenix

3890 Murphy Canyon Rd.
San Diego, CA 92123
619-576-7469
www.uophx.edu/sandiego

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4506
www.acusd.edu

225

Roofers**Mesa Community College**

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**San Diego & Imperial Counties Slate, Tile &
Composition Roofers Joint Apprentice Com.**

9455 Ridgehaven Ct., Ste. 207
San Diego, CA 92123
858-573-2813

**Sales Representatives, Non
Scientific (Except Retail)****Sales Alliance Inc.**

5230 Carroll Canyon Rd., Ste. 324
San Diego, CA 92121
858-554-0900
www.sales-alliance.com

Sandler Sales Institute of San Diego

3914 Murphy Canyon Rd., Suite A-150
San Diego, CA 92123

858-627-0726

www.whetstonegroup.com/school.html**Secretaries, Medical****Academy of Professional Careers**

8376 Hercules St.
La Mesa, CA 92142
619-461-5100

and

6784 El Cajon Blvd
San Diego, CA 92108
www.academyofhealthcareers.com/

Center for Employment & Training

3295 Market St.
San Diego, CA 92102
619-233-6829

and

1131 E. Washington Ave., #6
Escondido, CA 92025
760-747-9115

Chula Vista Adult School

1034 Fourth Ave.
Chula Vista, CA 91911
619-691-5760

Concord Career Institute

123 Camino De La Reina, Ste. E-125
San Diego, CA 92108
619-688-0800

Grossmont Adult Education

1100 Murray Dr.
El Cajon, CA 92020
619-579-4770

www.grossmont.k12.ca.us/adult/adulted.html**Grossmont Community College**

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

Maric College

3666 Kearny Villa Rd., Suite 100
San Diego, CA 92123
858-279-4500

cont'd

Secretaries, Medical

cont'd

Maric College

2030 University Dr.
Vista, CA 92083
760-630-1555

Occupational Training Services, Inc.

8799 Balboa Ave., Suite 100
San Diego, CA 92123
858-560-0411
www.ots2000.com

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

Pima Medical Institute

780 Bay Blvd., Ste. 101
Chula Vista, CA 91910
619-425-3200
www.pimamedical.com

Rane Technical Training Centers

7875 Convoy Ct., Ste. 6
San Diego, CA 92111
858-495-0522

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054

760-439-5738

www.sdcoe.k12.ca.us/rop**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

**San Diego State University,
College of Extended Studies**

5300 Campanile Dr.
San Diego, CA 92182
619-594-5669
www.ces.sdsu.edu

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

Sheet Metal Workers**Associated Builders & Contractors
of San Diego**

4499 Ruffin Rd., Ste. 300
San Diego, CA 92123
858-492-9300

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way

San Diego, CA 92111

858-627-7346

www.sdcoe.k12.ca.us/rop**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

**San Diego Sheet Metal Joint Apprenticeship
& Training Committee**

4594 Mission Gorge Pl.
San Diego, CA 92108
619-265-2758

Sheriffs and Sheriffs Deputies**Chapman University**

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660
www.chapman.edu/cll/ac

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020
619-465-1700 / 619-644-7000
www.gcccd.cc.ca.us/grossmont/

MiraCosta Community College

One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126
858-536-7800
intergate.miramar.sdccd.cc.ca.us

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200

cont'd

Sheriffs and Sheriffs Deputies **cont'd**

National University

2022 University Dr.
Vista, CA 92083
760-945-6100

www.nu.edu

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150

www.palomar.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871

www.sdsu.edu

**San Diego State University,
College of Extended Studies**

5300 Campanile Dr.
San Diego, CA 92182
619-594-5669

www.ces.sdsu.edu

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700

www.swc.cc.ca.us

Stock Clerks

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7364

www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611

www.sdcoe.k12.ca.us/rop

Surgical Technicians

**Glendale Career College/Tri City Medical
Center**

4002 East Vista Way
Vista, CA 92056
760-945-9896

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611

www.sdcoe.k12.ca.us/rop

Southwestern Community College

900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700

www.swc.cc.ca.us

**System Analysts
and
Web Masters**

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
760-750-4000

www.csusm.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660

www.chapman.edu/cil/ac

Coleman College

7380 Parkway Dr.

La Mesa, CA 91942

619-465-3990

and

1284 W. San Marcos Blvd.

San Marcos, CA 92096

760-747-3990

www.coleman.edu

Cuyamaca Community College

900 Rancho San Diego Parkway
El Cajon, CA 92019

619-670-1980 / 619-660-4000

cuyamaca.gcccd.cc.ca.us/default.asp

Foundation College

5353 Mission Center Rd., Ste.100
San Diego, CA 92108

619-683-3273

www.foundationcollege.org

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020

619-465-1700 / 619-644-7000

www.gcccd.cc.ca.us/grossmont/

Kelsey Jenny College

201 A St.

San Diego, CA 92101

619-233-7418

www.kelsey-jenney.com

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111

858-627-2600

www.sdmesa.sdccd.cc.ca.us

Miramar Community College

10440 Black Mountain Rd.
San Diego, CA 92126

858-536-7800

intergate.miramar.sdccd.cc.ca.us

National University

4141 Camino Del Rio South
San Diego, CA 92108

619-563-7200

www.nu.edu

cont'd

System Analysts and Web Masters cont'd

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150

www.palomar.edu

Park College

Joint Education Center, Bldg. 1331, Rm. 207
Camp Pendleton, CA 92055
760-725-6858

www.park.edu

Platt College, San Diego

6250 El Cajon Blvd.
San Diego, CA 92115
619-265-0107

www.platt.edu

San Diego City Community College

1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400

intergate.city.sdccd.cc.ca.us/home.html

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871

www.sdsu.edu

San Diego State University Foundation Defense Conversion Center

5300 Campanile Dr.
San Diego, CA 92182
619-594-4992

www.foundation.sdsu.edu/defcon/defhome.html

University of California, San Diego

9500 Gilman Dr.
San Diego, CA 92093
858-534-2230

www.ucsd.edu

University of California, San Diego, Extended Studies

9500 Gilman Dr.
San Diego, CA 92093

858-534-3400

www.esps.ucsd.edu

University of Redlands

9040 Friars Rd., Suite 310
San Diego, CA 92108
619-284-9292
newton.uor.edu/ANWC/sdcenter.html

University of San Diego

5998 Alcala Park
San Diego, CA 92110
619-260-4506

www.acusd.edu

Vortex Data Systems Inc.

7480 Mission Valley Rd., Suite 100
San Diego, CA 92108
619-497-6400

www.vortexdata.com

Webster University

6480 Weathers Pl., Suite 104
San Diego, CA 92121
858-458-9310

www.webster.edu/ca

**Teachers:
Elementary, Preschool, Secondary,
Vocational**

Azusa Pacific University

2820 Camino Del Rio South, Ste., 100
San Diego, CA 92108
619-718-9655

www.apu.edu

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92069
760-750-4000

www.csusm.edu

Carlsbad Schools Inc., The Progressive Montessori Institute

740 Pine Ave.
Carlsbad, CA 92008
760-434-4161

Christian Heritage College

2100 Greenfield Dr.
El Cajon, CA 92019
619-441-2200.

www.christianheritage.edu

Chapman University

7460 Mission Valley Rd.
San Diego, CA 92108
619-296-8660

www.chapman.edu/cll/ac

Montessori Institute of San Diego

7467 Draper Ave.
La Jolla, CA 92037
858-454-3748

National University

4141 Camino Del Rio South
San Diego, CA 92108
619-563-7200

and

2022 University Dr.
Vista, CA 92083
760-945-6100

www.nu.edu

Point Loma Nazarene University

3900 Lomaland Dr.
San Diego, CA 92106
619-849-2273

www.ptloma.edu

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
619-594-6871

www.sdsu.edu

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
858-271-4300

www.usiu.edu

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Teachers: Elementary, cont'd
Preschool, Secondary, Vocational

University of California, San Diego
9500 Gilman Dr.
La Jolla, CA 92093
858-534-2230
www.ucsd.edu

University of San Diego
5998 Alcala Park
San Diego, CA 92110
619-260-4506
www.acusd.edu

Technical Writers

Mesa Community College
7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

Telephone, Cable TV Installers

**Regional Occupational Program,
South County**
1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

International Mutual Assistance Association
4102 El Cajon Blvd.
San Diego, CA 92105
619-584-4018

Tool & Die Makers

Chula Vista Adult School
1034 Fourth Ave.
Chula Vista, CA 91911
619-691-5760

Davis Tech Centers
13200 Kirkham Way, Ste. 114

Poway, CA 92064
858-748-9692
www.davistechcenters.com

MiraCosta Community College
One Barnard Dr.
Oceanside, CA 92056
760-757-2121 / 888-201-8480
www.miracosta.cc.ca.us

**Regional Occupational Program,
Metro Area**
6735 Gifford Way
San Diego, CA 92111
858-627-7346
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**
2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

San Diego City Community College
1313 Twelfth Ave.
San Diego, CA 92101
619-230-2400
intergate.city.sdccd.cc.ca.us/home.html

**San Diego Community College Cont. Ed.
Skills Center, Center City**
1400 Park Blvd.
San Diego, CA 92101
619-230-2559

Travel Agents

Carlson Travel Academy
5405 Morehouse Dr., Suite 130
San Diego, CA 92121
858-458-2936
www.carlsontravel.com

Mesa Community College
7250 Mesa College Dr.
San Diego, CA 92111

858-627-2600
www.sdmesa.sdccd.cc.ca.us

MiraCosta Community College
One Barnard Dr.
Oceanside, CA 92056
760-757-2121
www.miracosta.cc.ca.us

Palomar Community College
1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

**Regional Occupational Program,
East County**
924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
Metro Area**
6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
South County**
1355 Second Ave.
Chula Vista, CA 91911
619-691-5611
www.sdcoe.k12.ca.us/rop

Southwestern Community College
900 Otay Lakes Rd.
Chula Vista, CA 91910
619-421-6700
www.swc.cc.ca.us

Travel Experts Training School
3505 Camino Del Rio South, Suite 220
San Diego, CA 92108
619-281-4333
www.travelschool.org

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Travel Agents

cont'd

Travel University International

3870 Murphy Canyon Rd., Suite 310
San Diego, CA 92123
858-292-9755
www.traveluniversity.edu

Truck Drivers - Heavy**Momax Truck Driving School**

149 West Calle Primera
San Ysidro, CA 92173
619-425-6970

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

United Truck Driving School

2425 Camino Del Rio South, #250
San Diego, CA 92108
619-296-2020

Western Truck School

6996 Mission Gorge Rd.
San Diego, CA 92108
800-929-1319

Underwriters**A.D. Banker & Company**

8775 Aero Dr., #138
San Diego, CA 92123
800-866-2468

Grossmont Adult Education

1100 Murray Dr.
El Cajon, CA 92020
619-644-8015
www.grossmont.k12.ca.us/adult/adulted.html

Grossmont Community College

8800 Grossmont College Dr.
El Cajon, CA 92020

619-465-1700 / 619-644-7000

www.gcccd.cc.ca.us/grossmont/**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

Waiters/Waitresses**Family Health Services**

2850 Sixth Ave., Suite 408
San Diego, CA 92103
619-294-2192

Mesa Community College

7250 Mesa College Dr.
San Diego, CA 92111
858-627-2600
www.sdmesa.sdccd.cc.ca.us

National Bartenders School

3160 Camino Del Rio South, #103
San Diego, CA 92108
619-283-0200

San Diego Hospitality Institute

930 Gateway Center Way
San Diego, CA 92102
619-527-0457
www.home.pacbell.net/progempl/index.html

**Regional Occupational Program,
Metro Area**

6735 Gifford Way
San Diego, CA 92111
858-627-7364
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

Welders and Cutters**Center For Employment Training**

3295 Market St.
San Diego, CA 92102
619-233-6829
and
1131 E. Washington Ave., #6
Escondido, CA 92025
760-747-9115

Grossmont Adult Education

1100 Murray Dr.
El Cajon, CA 92020
619-644-8015
www.grossmont.k12.ca.us/adult/adulted.html

National City Adult School

517 W. 24th St.
National City, CA 91950
619-336-7037
nca.suhsd.k12.ca.us

Palomar Community College

1140 West Mission Rd.
San Marcos, CA 92069
760-744-1150
www.palomar.edu

**Regional Occupational Program,
East County**

924 E. Main
El Cajon, CA 92021
619-590-3923
www.sdcoe.k12.ca.us/rop

**Regional Occupational Program,
North County**

2080 Mission Ave.
Oceanside, CA 92054
760-439-5738
www.sdcoe.k12.ca.us/rop

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Welders and Cutters **cont'd**

**Regional Occupational Program,
South County**

1355 Second Ave.
Chula Vista, CA 91911
619-691-5611

www.sdcoe.k12.ca.us/rop

**San Diego Community College Cont. Ed.
Educational Cultural Complex**

4343 Ocean View Blvd.
San Diego, CA 92113
619-527-5258

APPENDIX B

SAN DIEGO COUNTY OCCUPATIONAL OUTLOOK

OCCUPATIONS AND WAGES
1994 - 2000

Occupations and Wages

Occupational Title	Year Survey Published	----- Wage Range and Median -----		
		No Experience	Experience	3 Years with Firm
Accountant and Auditors	1998	\$7.00 - 14.50 (10.00)	\$9.50 - 24.00 (12.00)	\$13.00 - 33.50 (16.25)
Activities Directors	1999	\$6.50 - 15.00 (10.82)	\$8.00 - 17.00 (12.08)	\$9.50 - 18.25 (15.34)
Union wages:		\$7.00 - 15.27 (12.84)	\$9.00 - 16.04 (14.28)	\$14.64 - 19.54 (16.69)
Administrative Assistants	1996	\$6.00 - 14.75 (9.50)	\$6.00 - 14.75 (10.00)	\$9.00 - 18.00 (14.00)
Adult / Child Care Center Directors	1996	\$6.00 - 15.25 (10.25)	\$7.00 - 19.25 (12.00)	\$8.00 - 21.50 (15.50)
Architects	1997	\$8.00 - 13.00 (11.00)	\$13.00 - 18.00 (15.00)	\$16.75 - 24.00 (20.25)
Assembler and Fabricators	1999	\$5.75 - 8.00 (5.85)	\$5.75 - 8.75 (6.50)	\$7.00 - 13.00 (9.00)
Assemblers, Electrical and Electronic Eq -Precision	2000	\$5.75 - 7.00 (6.50)	\$6.25 - 9.50 (7.63)	\$8.00 - 11.00 (8.50)
Auto Body Repairers	1997	\$5.00 - 12.00 (7.00)	\$9.00 - 15.25 (10.00)	\$13.00 - 25.00 (15.75)
Auto Mechanics	1997	\$6.50 - 12.00 (8.00)	\$9.00 - 18.00 (10.00)	\$13.00 - 22.00 (16.00)
Automated Assemblyline Technicians	1998	\$8.50 - 16.00 (12.00)	\$10.50 - 18.00 (15.00)	\$12.00 - 24.00 (19.75)
Bakers - Bread and Pastry	1995	\$4.50 - 8.00 (5.00)	\$5.00 - 10.00 (7.00)	\$7.00 - 14.00 (8.00)
		Union (6.75)	Union (8.00)	Union (9.50)
Banquet Waiters / Waitresses -	1998	\$5.00 - 25.50 (13.00)	\$6.50 - 26.00 (14.00)	\$8.00 - 28.00 (17.00)
(Union) - Includes base wage and tips		\$7.00 - 16.50 (15.25)	\$7.00 - 21.50 (17.25)	\$8.50 - 24.50 (20.25)
Bill and Account Collectors	1997	\$6.00 - 11.00 (7.75)	\$8.50 - 13.00 (10.00)	\$10.00 - 15.00 (12.00)
Billing and Rate Clerks	1996	\$4.25 - 10.00 (7.00)	\$6.00 - 13.00 (8.50)	\$8.00 - 18.00 (12.00)
Billing, Posting and Calculating Machine Operators	1996	\$6.25 - 7.25 (7.25)	\$7.00 - 8.75 (7.50)	\$9.00 - 11.75 (10.00)
Biotechnology Laboratory Assistants	1998	\$5.75 - 12.75 (8.75)	\$7.00 - 15.00 (9.00)	\$8.00 - 19.25 (11.25)
Biotechnology Research Assistants	1994	\$8.75 - 13.00 (10.75)	\$10.75 - 14.50 (11.75)	\$11.75 - 17.00 (13.50)
Bookkeeping, Accounting and Auditing Clerks	2000	\$6.00 - 8.50 (6.00)	\$7.00 - 12.00 (10.00)	\$10.00 - 15.34 (12.00)
Bus Drivers - Non School	1995	\$4.25 - 10.00 (6.00)	\$5.00 - 11.00 (7.00)	\$7.00 - 11.25 (8.00)
		Union (8.50)	Union (8.50)	Union (13.75)
Bus and Truck Mechanics	2000	N/A	\$7.00 - 14.00 (12.00)	\$11.00 - 20.00 (15.00)
(Union)		(13.00)	\$11.50 - 17.78 (12.00)	\$14.00 - 20.00 (15.00)
Butcher and Meat Cutters	1995	\$4.25 - 8.00 (5.00)	\$5.00 - 16.00 (7.00)	\$5.00 - 17.00 (7.00)
		Union (7.00)	Union (16.00)	Union (16.00)
Cabinetmakers	1997	\$5.00 - 7.00 (5.50)	\$5.50 - 11.00 (8.00)	\$7.75 - 19.00 (12.00)
Carpenters	1998	\$6.00 - 10.00 (7.25)	\$9.00 - 19.00 (11.50)	\$13.00 - 25.00 (16.50)
Carpet Installers	1995	\$5.00 - 8.00 (7.00)	\$8.00 - 16.50 (10.00)	\$11.00 - 20.00 (13.00)
Cashiers	1996	\$4.25 - 11.00 (5.00)	\$4.50 - 12.00 (6.00)	\$5.00 - 16.00 (6.25)
		Union (10.75)	Union (12.00)	Union (15.25)

Occupations and Wages

Occupational Title	Year Survey Published	----- Wage Range and Median -----		
		No Experience	Experience	3 Years with Firm
Chemical Equipment Controllers (Bio-process/Pilot Plant Technicians)	1999	\$11.50 - 15.50 (13.46)	\$12.00 - 20.00 (18.26)	\$13.50 - 23.80 (19.23)
Chemical Equipment Controllers (Chemical Process/Pilot Plant Technicians)	1999	\$10.00 - 16.75 (13.67)	\$12.00 - 21.50 (16.30)	\$14.75 - 31.25 (19.18)
Chemist - Except Biochemists	1998	\$8.75 - 19.00 (13.75)	\$12.00 - 21.50 (15.00)	\$15.00 - 26.00 (18.00)
Child Care Workers	1998	\$5.00 - 9.50 (6.25)	\$6.00 - 12.00 (7.00)	\$6.50 - 15.00 (9.00)
Civil Engineers (Union)	2000	\$12.00 - 18.63 (16.74)	\$14.62 - 23.97 (18.75)	\$18.70 - 33.56 (24.29)
Civil Engineering Technicians / Technologists	1998	\$15.05 - 15.32 (15.19)	\$16.25 - 25.68 (21.00)	\$18.79 - 32.37 (24.71)
Civil Engineering Technicians / Technologists	1998	\$9.00 - 17.75 (13.00)	\$12.00 - 18.50 (15.00)	\$14.00 - 21.75 (17.75)
Compliance Officer and Enforcement Inspectors	1996	\$10.00 - 17.00 (14.50)	\$14.00 - 20.50 (20.00)	\$17.00 - 25.00 (23.00)
		Union (15.75)	Union (17.50)	Union (19.50)
Computer Engineers	2000	\$12.00 - 16.78 (14.92)	\$11.51 - 21.58 (17.16)	\$14.49 - 33.56 (21.69)
Computer Operators	1994	\$9.00 - 11.75 (10.00)	\$10.00 - 15.00 (11.00)	\$11.75 - 18.00 (13.00)
Computer Programmers / Software Engineers	1999	\$9.00 - 19.25 (14.65)	\$11.50 - 28.75 (19.18)	\$14.50 - 36.00 (23.44)
Computer Technical Support Specialists	1994	\$9.25 - 14.50 (11.75)	\$10.00 - 18.00 (12.75)	\$14.00 - 19.50 (15.50)
Concierges	1999	\$6.00 - 8.00 (7.25)	\$6.75 - 9.00 (8.00)	\$6.75 - 12.00 (9.79)
Construction Managers	1995	\$5.00 - 25.00 (10.00)	\$10.00 - 30.00 (15.00)	\$10.00 - 35.00 (17.00)
Cooks, Cafeteria or Institution	1995	\$4.75 - 7.00 (\$6.00)	\$5.50 - 8.00 (\$7.00)	\$6.00 - 10.00 (8.00)
Cooks, Restaurant	1994	\$4.50 - 7.50 (6.25)	\$5.00 - 9.00 (7.50)	\$7.00 - 12.00 (9.25)
Corrections Officers and Jailers	2000	(8.17)	(10.12)	(12.24)
		11.07 - 14.94 (12.24)	11.07 - 14.94 (14.21)	\$12.20 - 20.02 (15.70)
Cost Estimators	1997	\$9.50 - 16.75 (14.00)	\$15.00 - 19.25 (17.00)	\$19.25 - 30.00 (21.50)
Court Clerks	1996	\$8.25 - 17.50 (12.75)	\$9.50 - 19.25 (15.75)	\$11.00 - 25.75 (19.00)
		Union (12.75)	Union (13.50)	Union (15.50)
Counter and Rental Clerks	1994	\$4.25 - 7.50 (5.50)	\$4.25 - 8.50 (6.00)	\$5.50 - 12.00 (7.00)
Customer Service Representatives, Utilities	1996	\$5.00 - 13.25 (9.25)	\$8.75 - 15.50 (10.75)	\$9.25 - 19.25 (13.00)
		Union (10.75)	Union (11.25)	Union (13.00)
Customer Service Representatives	1999	\$6.00 - 17.25 (8.00)	\$7.25 - 20.50 (9.50)	\$8.00 - 27.50 (11.50)
Data Base Administrators	2000	(13.42)	\$12.79 - 21.58 (15.79)	\$16.78 - 28.33 (20.78)
Data Entry Keyers	1995	\$4.25 - 9.00 (6.00)	\$6.00 - 11.00 (7.50)	\$7.50 - 11.00 (8.00)
Data Processing Equipment Repairers	1997	\$6.00 - 10.00 (7.75)	\$9.00 - 13.75 (10.00)	\$11.00 - 20.00 (14.00)
Dental Assistants	1997	\$6.75 - 11.00 (9.00)	\$9.00 - 13.25 (11.00)	\$10.50 - 16.50 (13.75)
Dental Hygienists	1998	\$25.00 - 30.00 (30.00)	\$30.00 - 32.00 (30.50)	\$30.00 - 32.00 (31.00)

Occupations and Wages

Occupational Title	Year Survey Published	----- Wage Range and Median -----		
		No Experience	Experience	3 Years with Firm
Dental Laboratory Technicians (Precision)	1996	\$4.25 - 6.50 (5.00)	\$5.50 - 10.50 (8.25)	\$10.00 - 18.00 (15.00)
Dietetic Technicians	1999	\$5.75 - 13.50 (10.00)	\$6.00 - 14.50 (11.00)	\$9.00 - 15.25 (13.00)
Dispatchers, Except Police, Fire, Ambulance	1994	\$4.50 - 11.75 (7.25)	\$4.75 - 12.00 (8.00)	\$5.25 - 14.50 (14.00)
Drafters	1997	\$7.25 - 12.00 (9.00)	\$8.25 - 16.00 (12.00)	\$11.00 - 19.00 (14.75)
Drivers, Sales Workers	1997	\$5.75 - 12.00 (7.50)	\$6.25 - 13.00 (8.00)	\$7.50 - 15.00 (9.25)
Education Administrators	1999	\$9.50 - 32.75 (13.70)	\$12.00 - 40.00 (13.70)	\$13.00 - 42.50 (19.18)
Electrical and Electronic Assemblers	1998	\$5.50 - 8.00 (6.25)	\$6.00 - 12.50 (8.50)	\$7.50 - 18.00 (10.25)
Electrical and Electronic Engineers	1999	\$15.00 - 21.00 (17.35)	\$18.25 - 24.00 (21.58)	\$21.50 - 38.25 (24.93)
Electrical and Electronic Engineering Technicians	1999	\$9.50 - 14.00 (12.00)	\$12.25 - 17.00 (14.38)	\$16.00 - 22.00 (18.70)
Electricians	1997	\$6.00 - 21.00 (8.00)	\$10.00 - 23.00 (13.75)	\$14.25 - 27.00 (19.50)
		Union (10.00)	Union (15.00)	Union (21.75)
Electromedical and Biomedical Equipment Repairers	1996	\$6.50 - 19.25 (10.50)	\$8.00 - 20.75 (12.50)	\$11.00 - 24.00 (16.00)
		Union (14.50)	Union (17.50)	Union (19.75)
Electric Home Appliance Repairers	2000	\$7.50 - 12.00 (10.00)	\$5.75 - 14.00 (11.00)	\$5.75 - 16.00 (14.00)
With tips and commissions:		\$7.50 - 12.00 (12.00)	\$9.00 - 18.00 (12.00)	\$11.00 - 25.00 (17.50)
Emergency Medical Technicians	1996	\$5.50 - 7.00 (5.50)	\$7.00 - 9.00 (7.00)	\$9.75 - 12.00 (10.00)
		Union (6.75)	Union (8.50)	Union (12.00)
Employment Interviewers	1998	\$6.50 - 12.50 (9.50)	\$8.00 - 14.50 (11.00)	\$10.00 - 16.75 (12.75)
Environmental Engineers	1994	-----	\$15.50 - 18.50 (17.50)	\$19.50 - 22.00 (21.25)
Event and Meeting Planners	1996	\$6.00 - 14.25 (9.50)	\$8.00 - 16.75(12.00)	\$10.00 - 24.00 (13.75)
Fiber Optic Technicians	1997	\$7.00 - 15.00 (9.00)	\$9.00 - 20.00 (\$13.00)	\$12.00 - 25.00 (15.25)
Financial Managers	1994	\$9.25 - 17.50 (13.50)	\$13.00 - 24.75 (19.50)	\$15.00 - 37.25 (26.50)
Financial Planners - combined wages and commissions	1999	\$7.25 - 23.50 (12.79)	\$12.00 - 34.25 (21.31)	\$21.25 - 43.25 (28.77)
Fire Fighters	1997	\$8.25 - 12.25 (9.75)	\$9.25 - 13.25 (11.00)	\$10.00 - 15.50 (12.50)
		Union (10.50)	Union (11.25)	Union (13.25)
Fitness Instructors	1994	\$6.25 - 10.00 (8.00)	\$6.75 - 12.00 (8.25)	\$8.00 - 24.00 (11.00)
Food Preparation Workers	1997	\$4.50 - 8.00 (5.25)	\$5.00 - 9.50 (6.00)	\$6.00 - 13.00 (9.50)
Food Service Managers	1999	\$8.75 - 13.75 (10.23)	\$9.50 - 14.75 (11.99)	\$11.50 - 17.25 (14.58)
Forklift Operators	1996	\$5.50 - 14.00 (7.00)	\$7.00 - 14.75 (8.25)	\$8.50 - 16.75 (14.25)
		Union 10.00)	Union (12.25)	Union (14.25)
Gardener and Groundskeepers	1995	\$5.00 - 6.00 (5.00)	\$5.00 - 8.00 (6.00)	\$6.00 - 15.00 (8.00)
		Union (10.75)	Union (11.00)	Union (13.00)
General Office Clerks	1998	\$5.25 - 10.75 (7.25)	\$5.25 - 10.75 (8.25)	\$7.00 - 11.75 (9.50)

Occupations and Wages

Occupational Title	Year Survey Published	----- Wage Range and Median -----		
		No Experience	Experience	3 Years with Firm
Glaziers	1995	\$5.00 - 12.00 (6.00)	\$10.00 - 22.00 (11.00)	\$11.00 - 22.00 (14.00)
Graphic Artists	1998	\$6.00 - 14.75 (10.00)	\$8.00 - 17.25 (11.50)	\$10.00 - 22.00 (13.00)
Hairdresser, Hairstylist and Cosmetologists	1994	\$4.75 - 6.00 (5.50)	\$5.75 - 8.00 (7.00)	\$7.50 - 10.00 (9.00)
With Commissions:		\$5.00 - 9.00 (6.50)	\$7.75 - 12.50 (9.50)	\$10.00 - 16.00 (13.50)
Hand Packers and Packagers	2000	\$5.75 - 6.50 (6.00)	\$5.75 - 8.00 (6.50)	\$6.50 - 9.50 (7.13)
Hazardous Waste Removal Workers	2000	\$7.50 - 14.61 (10.00)	\$10.00 - 15.00 (12.00)	\$12.00 - 18.00 (14.76)
Heating, Air Conditioning Mechanics	2000	\$8.00 - 9.59 (8.25)	\$10.00 - 17.98 (13.00)	\$14.00 - 20.00 (18.00)
Health Service Managers	1995	\$5.00 - 15.00 (8.00)	\$16.00 - 27.00 (10.00)	\$17.00 - 27.00 (12.00)
Home Appliance Repairers	1989	\$5.75 - 9.00 (7.25)	\$7.50 - 10.00 (9.00)	\$10.00 - 15.00 (12.50)
Home Health Care Workers	1997	\$6.00 - 11.25 (7.00)	\$6.75 - 11.25 (8.00)	\$7.25 - 12.50 (9.00)
Hotel Desk Clerks	2000	\$7.00 - 8.00 (7.50)	\$7.00 - 8.72 (7.75)	\$8.00 - 10.00 (9.00)
Human Resources Technicians	1999	\$7.25 - 14.50 (10.00)	\$8.50 - 17.25 (12.00)	\$10.00 - 21.50 (15.17)
Import / Export Specialists	1998	\$7.25 - 12.50 (10.00)	\$8.00 - 13.50 (11.50)	\$10.00 - 15.00 (14.50)
Inspectors, Testers and Graders - Precision (Manufacturing Assistants)	1999	\$5.75 - 15.00 (8.00)	\$6.00 - 20.00 (9.00)	\$8.00 - 30.00 (11.51)
Instructional Aides	1999	\$5.75 - 10.75 (7.40)	\$6.00 - 11.25 (7.75)	\$7.25 - 13.00 (9.25)
Insurance Adjusters	1997	\$10.00 - 21.50 (14.00)	\$12.50 - 24.00 (15.25)	\$15.25 - 28.75 (19.25)
Insurance Claims Clerks	1996	\$5.25 - 15.00 (9.25)	\$6.00 - 20.00 (11.00)	\$7.25 - 24.00 (13.75)
Insurance Policy Clerks	1989	\$6.00 - 8.00 (7.00)	\$7.75 - 12.00 (9.75)	\$8.50 - 15.00 (11.50)
Interior Designers	1995	\$5.00 - 15.00 (7.00)	\$5.00 - 20.00 (12.00)	\$5.00 - 31.25 (15.00)
Interpreters, Sign Language	2000	N/A	\$12.05 - 22.00 (18.00)	\$12.05 - 26.00 (24.00)
Janitors	1994	\$4.25 - 9.25 (5.00)	\$4.50 - 9.75 (5.50)	\$5.00 - 11.00 (7.00)
LAN / WAN Managers (Computer Network Manager)	1994	\$13.00 - 19.50 (14.50)	\$14.75 - 21.75 (17.00)	\$17.25 - 29.00 (21.00)
Landscape Architects	1998	\$9.00 - 14.00 (12.00)	\$10.00 - 17.00 (14.00)	\$14.00 - 25.00 (18.00)
Lathers	1995	\$6.00 - 15.00 (6.00)	\$9.00 - 20.00 (15.00)	\$12.00 - 20.00 (17.00)
Legal Secretaries	1998	\$7.00 - 17.25 (13.25)	\$9.00 - 21.75 (14.75)	\$14.00 - 24.25 (17.25)
Licensed Vocational Nurses	1997	\$9.50 - 12.00 (10.00)	\$11.00 - 14.00 (12.00)	\$13.00 - 16.00 (14.00)
Loan and Credit Clerks	2000	\$6.25 - 10.00 (8.75)	\$7.50 - 12.72 (10.00)	\$9.00 - 15.14 (12.50)
Loan Officers	1997	\$9.00 - 24.00 (12.25)	\$10.50 - 28.75 (16.00)	\$10.50 - 33.50 (19.25)
Lodging Managers	1994	\$6.00 - 18.25 (8.75)	\$8.00 - 20.25 (15.00)	\$10.00 - 23.75 (18.25)
Machinists	1999	\$5.75 - 12.00 (7.00)	\$6.75 - 15.00 (12.00)	\$8.00 - 19.00 (16.00)
Union wages:		\$10.00 - 10.25 (10.13)	\$11.00 - 16.00 (13.50)	\$15.00 - 22.00 (18.50)

Occupations and Wages

Occupational Title	Year Survey Published	----- Wage Range and Median -----		
		No Experience	Experience	3 Years with Firm
Managers, Personnel	1997	\$9.50 - 24.00 (13.50)	\$12.00 - 26.25 (16.75)	\$15.25 - 38.25 (20.50)
		Union (14.50)	Union (16.75)	Union (22.50)
Maids and Housekeeping Cleaners	1997	\$4.25 - 7.00 (5.75)	\$4.75 - 7.75 (6.00)	\$5.50 - 9.00 (7.00)
		Union (5.00)	Union (5.75)	Union (6.75)
Maintenance Repairers - General Utility	1998	\$6.50 - 12.25 (8.00)	\$7.75 - 17.00 (10.00)	\$9.00 - 18.00 (15.00)
		Union (8.50)	Union (9.00)	Union (13.50)
Marketing , Advertising, Public Relations Managers	1995	\$6.00 - 26.00 (10.00)	\$8.00 - 30.00 (12.50)	\$10.00 - 30.00 (17.50)
Massage Therapists	2000	8.50 - 20.00 (17.50)	\$12.00 - 30.00 (20.00)	14.00 - 60.00 (25.00)
With tips and commissions:		8.50 - 25.00 (20.00)	12.00 - 55.00 (22.00)	14.00 - 16.00 (30.00)
Mechanical Engineers	1997	\$10.00 - 16.00 (14.50)	\$14.50 - 19.25 (16.00)	\$19.25 - 24.00 (21.50)
Medical and Clinical Laboratory Technologists	1997	\$9.00 - 15.00 (13.00)	\$10.00 - 18.25 (15.25)	\$12.00 - 22.00 (18.00)
Medical and Clinical Laboratory Assistants	1999	\$6.75 - 10.50 (8.00)	\$7.75 - 13.00 (9.50)	\$10.00 - 17.00 (12.34)
Medical Assistants	1999	\$6.00 - 8.00 (7.50)	\$8.00 - 11.00 (9.00)	\$9.00 - 13.00 (10.00)
Medical Records Technicians	1998	\$5.25 - 13.75 (7.25)	\$5.75 - 16.00 (8.25)	\$6.50 - 21.00 (9.50)
Medical Secretaries	1999	\$6.00 - 10.00 (7.91)	\$7.25 - 11.50 (9.00)	\$8.50 - 14.00 (11.00)
Medicine and Health Service Managers	2000	\$10.15 - 15.34 (12.75)	\$11.67 - 25.11 (18.59)	\$12.00 - 36.50 (25.29)
Merchandise Displayer and Window Trimmers	1995	\$6.00 - 11.00 (7.00)	\$6.00 - 11.00 (9.00)	\$7.00 - 15.00 (10.00)
Multimedia Specialists	2000	\$10.00 - 15.34 (12.50)	\$10.00 - 18.00 (13.85)	\$12.79 - 30.00 (18.09)
Network Professionals	1997	\$12.00 - 21.75 (14.50)	\$12.00 - 24.00 (18.25)	\$16.50 - 26.50 (22.00)
Nurse Aides	1998	\$5.25 - 11.00 (7.00)	\$6.25 - 11.00 (7.50)	\$7.00 - 13.00 (9.00)
Occupational Therapists	1994	\$16.50 - 26.50 (17.00)	\$18.25 - 30.25 (19.75)	\$19.50 - 37.50 (22.00)
Occupational Therapy Assistants	1999	\$8.75 - 15.00 (12.38)	\$9.50 - 17.00 (14.00)	\$12.00 - 20.00 (17.00)
Offset Lithographic Press Setters	1997	\$6.00 - 10.00 (8.00)	\$8.00 - 15.00 (10.00)	\$10.00 - 24.00 (15.00)
Operating Engineers (Heavy Equipment Operators)	1998	\$8.00 - 16.00 (12.75)	\$12.00 - 22.50 (16.00)	\$16.00 - 33.00 (20.00)
Ophthalmic Technicians	1998	\$6.00 - 13.00 (9.75)	\$8.00 - 15.00 (12.00)	\$10.50 - 18.00 (15.00)
Opticians	1996	\$4.25 - 7.75 (5.50)	\$8.25 - 15.50 (10.00)	\$12.50 - 22.00 (19.25)
Optical Technicians	1995	\$5.00 - 7.50 (6.00)	\$6.00 - 10.00 (7.00)	\$9.00 - 14.00 (9.00)
Order Clerks	1994	\$5.50 - 10.00 (8.25)	\$6.00 - 11.50 (9.00)	\$8.00 - 14.75 (11.50)
Paramedics	1996	\$8.50 - 9.00 (8.75)	\$10.00 - 11.00 (10.50)	\$14.25 - 14.50 (14.50)
Paralegals	1998	\$9.00 - 15.50 (13.00)	\$12.75 - 20.50 (15.75)	\$15.00 - 24.00 (19.00)
Painters	2000	\$5.75 - 7.50 (6.00)	\$7.00 - 14.25 (9.00)	\$8.00 - 16.00 (11.00)
Payroll and Timekeeping Clerks	1995	\$5.00 - 10.00 (7.00)	\$5.75 - 11.25 (8.00)	\$7.50 - 12.50 (10.50)
Personal and Home Care Aides	2000	\$5.75 - 7.00 (6.13)	\$6.25 - 8.00 (7.00)	\$7.00 - 10.00 (8.50)

Occupations and Wages

Occupational Title	Year Survey Published	----- Wage Range and Median -----		
		No Experience	Experience	3 Years with Firm
Personnel Clerks	1996	\$6.50 - 12.50 (10.00)	\$7.50 - 15.25 (12.25)	\$8.00 - 18.00 (8.50)
Personnel Trainers	1999	\$11.00 - 28.75 (14.38)	\$13.50 - 38.25 (19.18)	\$16.50 - 48.00 (25.57)
Personnel, Training, Labor Relations Managers	1994	\$9.75 - 16.25 (10.75)	\$11.25 - 22.00 (13.75)	\$13.00 - 24.75 (14.25)
Pest Controllers	1994	\$5.00 - 7.50 (6.50)	\$6.50 - 9.00 (7.50)	\$7.50 - 13.25 (9.25)
(With Commissions)		\$5.00 - 8.50 (6.50)	\$6.50 - 10.75 (8.00)	\$8.50 - 17.50 (10.75)
Pharmacy Technicians	2000	\$6.00 - 7.50 (6.75)	\$6.50 - 13.15 (11.00)	\$9.00 - 15.81 (12.00)
Union		\$6.75 - 9.00 (7.00)	\$7.50 - 12.00 (8.00)	\$9.50 - 14.00 (10.00)
Photographers	1996	\$5.00 - 15.00 (7.50)	\$6.00 - 20.00 (10.50)	\$6.50 - 30.00 (15.00)
Physical Therapists	1999	\$13.50 - 24.00 (19.00)	\$16.75 - 26.00 (21.89)	\$19.25 - 31.00 (27.00)
Physical Therapy Aides	1997	\$5.00 - 8.00 (6.50)	\$6.50 - 10.00 (7.00)	\$8.00 - 12.00 (8.25)
Physical Therapy Assistants	1997	\$8.00 - 17.00 (10.00)	\$10.00 - 20.00 (12.00)	\$11.00 - 22.00 (15.00)
Physician Assistants	2000	N/A	\$21.10 - 26.00 (23.97)	\$26.01 - 43.15 (33.80)
Plumbers, Pipefitters, and Steamfitters	2000	\$7.00 - 9.50 (9.00)	\$10.00 - 17.00 (13.25)	\$14.00 - 25.00 (17.00)
Police Patrol Officers	1996	\$8.00 - 16.00 (12.50)	\$9.00 - 18.25 (14.00)	\$10.00 - 21.50 (15.50)
		Union (14.00)	Union (16.75)	Union (20.00)
Postal Mail Carriers	1997	\$12.75	\$13.50	\$14.25
Preschool Teachers	1995	\$5.00 - 12.00 (14.00)	\$10.00 - 24.00 (15.25)	11.00 - 27.75 (17.50)
Probation and Parole Officers	1998	\$12.00 - 16.00 (14.00)	\$17.25 - 17.50 (17.25)	\$19.25 - 21.25 (20.25)
Production Supervisors / Managers	1998	\$8.50 - 20.25 (14.00)	\$9.50 - 26.25 (15.25)	\$11.00 - 32.25 (17.50)
Property and Real Estate Managers (on-site)	1995	\$7.00 - 15.00 (10.00)	\$8.00 - 21.25 (12.50)	\$10.00 - 32.25 (15.00)
Public Relations Managers	1998	\$8.00 - 14.50 (9.75)	\$9.00 - 20.50 (13.25)	\$13.75 - 24.00 (18.00)
Public Relations Specialists and Publicity Writers	2000	\$8.63 - 11.51(10.00)	\$9.59 - 15.34 (12.55)	\$11.77 - 20.00 (16.35)
Purchasing Agents	1995	\$7.00 - 13.00 (9.00)	\$8.00 - 16.00 (13.50)	\$12.00 - 20.00 (14.00)
Radiologic Technologists (Therapeutic)	1994	\$14.50 - 17.00 (15.75)	\$15.50 - 19.00 (17.00)	\$17.00 - 21.00 (20.00)
Receptionist and Information Clerks	1997	\$5.50 - 9.00 (6.50)	\$6.50 - 10.50 (7.50)	\$8.00 - 12.00 (9.00)
Recreation Workers	1994	\$4.50 - 6.50 (5.00)	\$5.50 - 9.50 (6.75)	\$6.50 - 14.00 (8.75)
Registered Nurses	1998	\$10.00 - 18.00 (15.50)	\$13.00 - 22.00 (16.00)	\$16.00 - 32.00 (20.00)
Union wages:		\$15.00 - 16.00 (15.50)	\$16.75 - 17.00 (17.00)	\$18.50 - 19.75 (19.25)
Retail Store Managers	1997	\$7.00 - 12.25 (8.50)	\$8.50 - 12.25 (10.00)	\$10.00 - 14.00 (12.00)
Roofers	2000	\$5.75 - 9.00 (7.50)	\$6.50 - 17.00 (10.00)	\$8.00 - 20.00 (14.50)
		Union (7.00)	Union (8.50)	Union (13.00)
Sales Agents, Advertising	1995	\$5.00 - 20.00 (8.00)	\$7.25 - 20.00 (12.50)	\$9.00 - 30.00 (27.50)
		Commissions (2.00)	Commissions (5.75)	Commissions (10.00)

Occupations and Wages

Occupational Title	Year Survey Published	----- Wage Range and Median -----		
		No Experience	Experience	3 Years with Firm
Sales Agents and Placers, Insurance (Includes tips and commissions)	1996	\$9.50-15.50 (13.50)	\$11.75-28.75 (18.25)	\$15.00-48.00 (33.50)
Sales Agents, Select Business Services	1995	\$5.00 - 15.00 (9.00) Commissions (4.00)	\$8.00 - 25.00 (12.50) Commissions (7.50)	\$11.00 - 37.50 (17.00) Commissions (9.75)
Salesperson, Parts	1994	\$5.00 - 9.00 (7.00)	\$7.50 - 14.00 (9.25)	\$10.75 - 17.00 (14.50)
Salespersons, Retail	1996	\$4.25 - 7.00 (5.00) With Commissions (7.00)	\$5.50 - 8.00 (7.00) With Commissions (10.00)	\$7.00 - 13.00 (12.00) With Commissions (12.00)
Sales Representatives, Except Scientific With commissions and bonus:	2000	\$9.00 - 16.06 (10.36) \$9.54 - 17.84 (12.10)	\$6.44 - 21.31 (13.04) \$9.68 - 29.44 (17.19)	\$7.36 - 19.61 (14.20) \$13.86 - 42.61 (25.13)
Sales Representatives, Scientific	1995	\$5.00 - 14.00 (7.50)	\$5.00 - 22.00 (12.00)	\$5.00 - 31.25 (20.00)
Sales Supervisors / Managers (With Commissions)	1996	\$7.25 - 22.00 (10.25) \$7.00 - 28.75 (19.50)	\$9.50 - 27.75 (12.00) \$9.50 - 48.00 (19.50)	\$12.00 - 33.25 (16.75) \$12.00 - 72.00 (30.75)
Secretaries, General	1999	\$6.00 - 10.50 (9.35)	\$7.00 - 13.25 (11.50)	\$9.00 - 17.25 (14.00)
Security Guards	1995	\$5.00 - 7.50 (6.00)	\$5.00 - 7.50 (6.00)	\$6.50 - 8.50 (7.00)
Sewing Machine Operators	1999	\$5.75 - 6.00 (5.75)	\$5.75 - 7.75 (6.50)	\$5.75 - 9.75 (7.50)
Sheet Metal Workers	2000	\$5.75 - 10.00 (7.00)	\$7.00 - 13.00 (10.13)	\$10.00 - 18.00 (14.50)
Sheriffs and Deputy Sheriffs	1999	(\$13.00)	(\$18.50)	(\$20.50)
Special Education Teachers	1996	\$8.75 - 17.25 (10.50) Union (13.25)	\$10.50 - 20.25 (12.50) Union (16.00)	\$14.00 - 23.75 (15.50) Union (17.50)
Stationary Engineers (Power Plant Operator) Union wages:	1998	\$8.25 - 13.00 (10.00) \$9.50 - 16.00 (14.00)	\$9.75 - 15.00 (12.00) \$12.00 - 17.00 (16.00)	\$11.50 - 17.00 (16.00) \$15.50 - 24.00 (20.00)
Stock Clerks, Sales Floor	1998	\$5.00 - 7.00 (5.25)	\$5.25 - 8.00 (6.00)	\$5.50 - 9.50 (7.25)
Stock Clerks, Stock Room or Warehouse	1999	\$5.75 - 10.25 (7.00)	\$6.50 - 10.75 (8.00)	\$6.50 - 10.75 (10.00)
Substance Abuse / Chemical Dependency Counselors	1998	\$6.00 - 14.50 (10.25)	\$7.00 - 16.75 (11.50)	\$9.00 - 20.00 (13.75)
Surgical Technicians	1998	\$8.50 - 12.75 (10.50)	\$10.25 - 14.00 (12.00)	\$12.00 - 17.00 (14.00)
Switchboard Operators	1995	\$4.25 - 7.50 (6.25)	\$5.00 - 8.50 (6.25)	\$6.00 - 9.25 (7.75)
System Analysts - Electronic Data Processing	1998	\$11.50 - 24.00 (16.25)	\$13.00 - 26.25 (17.75)	\$14.00 - 31.25 (20.50)
Tax Interviewers	1996	\$6.00 - 11.00 (7.50)	\$7.00 - 20.50 (9.00)	\$10.00 - 20.00 (14.00)
Teachers, Elementary School	1999	\$6.39 - 15.37 (13.46)	\$6.67 - 17.66 (14.80)	\$7.46 - 22.41 (17.55)
Teachers, Preschool	2000	N/A	\$6.75 - 9.00 (7.50)	\$7.00 - 11.00 (8.75)
Teachers, Secondary School	1999	\$10.74 - 15.71 (13.61)	\$11.36 - 17.66 (15.55)	\$12.95 - 26.62 (17.62)
Teachers - Vocational Education and Training	2000	(\$12.00)	\$8.00 - 25.79 (13.50)	\$10.00 - 32.02 (17.87)
Technical Writers	1998	\$10.00 - 22.00 (15.00)	\$13.50 - 24.00 (18.00)	\$16.75 - 32.00 (23.75)

Occupations and Wages

Occupational Title	Year Survey Published	----- Wage Range and Median -----		
		No Experience	Experience	3 Years with Firm
Telecommunications Engineers	1997	\$15.25 - 19.25 (16.75)	\$19.25 - 31.25 (20.75)	\$23.75 - 37.00 (26.25)
Telemarketers and Telephone Solicitors	1996	\$5.00 - 8.00 (6.00)	\$6.00 - 10.00 (7.00)	\$6.75 - 15.00 (9.00)
With Commissions:		\$5.00 - 10.00 (6.50)	\$6.00 - 12.75 (9.50)	\$7.00 - 27.75 (20.00)
Telephone, Cable Television Installers	2000	\$6.00 - 12.00 (7.63)	\$8.00 - 15.34 (10.00)	\$9.75 - 20.00 (13.00)
Tellers	1995	\$6.00 - 7.25 (7.00)	\$7.00 - 9.00 (8.00)	\$7.00 - 9.00 (8.00)
Tool and die Makers	2000	\$13.27 - 15.18 (14.23)	\$10.50 - 18.45 (15.00)	\$12.50 - 26.37 (20.00)
Traffic, Shipping, and Receiving Clerks	1997	\$5.50 - 8.50 (7.00)	\$6.50 - 10.00 (7.75)	\$8.00 - 12.00 (9.00)
Travel Agents	1998	\$6.00 - 9.00 (6.25)	\$7.00 - 11.50 (9.00)	\$8.00 - 15.00 (11.00)
Truck Drivers, Light - Route and Delivery	1999	\$5.75 - 10.50 (7.68)	\$5.75 - 12.00 (8.08)	\$6.50 - 18.00 (10.00)
Truck Drivers, Heavy	1999	\$8.00 - 15.00 (11.19)	\$9.25 - 19.00 (14.00)	\$12.75 - 26.00 (17.50)
Union wages:		\$10.00 - 18.75 (11.50)	\$11.00 - 18.75 (12.50)	\$12.50 - 18.75 (16.00)
Typist and Word Processors	1994	\$6.00 - 8.25 (7.00)	\$6.00 - 10.75 (8.00)	\$7.50 - 13.00 (10.00)
Underwriters, (Insurance)	1998	\$6.00 - 16.00 (11.25)	\$8.00 - 20.25 (13.50)	\$10.00 - 22.75 (18.00)
Veterinary Technicians	1996	\$4.25 - 9.00 (6.25)	\$4.25 - 10.00 (8.00)	\$6.00 - 13.00 (10.50)
Vocational and Educational Counselors	1999	\$9.00 - 15.00 (11.99)	\$12.00 - 20.00 (13.90)	\$13.50 - 21.00 (17.43)
Union wages:		\$12.47 - 16.00 (14.59)	\$13.43 - 22.00 (15.41)	\$14.38 - 27.00 (18.29)
Vocational Instructor and Teachers	1995	\$9.00 - 29.00 (11.00)	\$10.00 - 29.00 (13.00)	\$12.00 - 29.00 (13.00)
		Union (23.50)	Union (24.75)	Union (28.75)
Water Treatment Plant Operators	1996	\$10.25 - 17.50 (13.50)	\$12.00 - 19.00 (15.50)	\$14.00 - 21.50 (18.00)
		Union (14.50)	Union (17.25)	Union (19.50)
Web Master / Web Site Designers	1998	\$8.00 - 15.50 (11.50)	\$10.00 - 20.75 (15.00)	\$14.00-28.50 (19.25)
Welder and Cutters	1998	\$5.50 - 15.00 (7.00)	\$8.00 - 20.00 (12.00)	\$13.00 - 25.00 (14.00)
		Union (10.00)	Union (12.50)	Union (15.50)
Window Washers	1996	\$5.00 - 10.00 (6.00)	\$5.50 - 12.00 (8.00)	\$6.00-15.00 (10.00)
Wholesale and Retail Buyers	1997	\$7.00 - 17.25 (9.00)	\$8.00 - 19.25 (12.00)	\$10.00 - 21.50 (14.50)
Writer and Editors	1996	\$5.00 - 10.00 (7.50)	\$6.00 - 12.00 (9.25)	\$9.50 - 16.00 (12.50)

APPENDIX C

REGIONAL CALIFORNIA AGENCIES PROVIDING LOCAL LABOR MARKET INFORMATION

LOCAL AGENCY / ADDRESS

Alameda County - Oakland Private Industry Council
1212 Broadway, Suite 300
Oakland, CA 94612-3025
(510) 891-9393

Butte County Private Industry Council
2185 Baldwin Avenue
Oroville, CA 95966
(530) 538-6798

Contra Costa County Private Industry Council
2425 Bisso Lane, Suite 100
Concord, CA 94520-4817
(925) 646-5239

Fresno County Workforce Development Board
1999 Tuolumne St., Suite 700
Fresno, CA 93721
(559) 233-3744

Golden Sierra Job Training Agency
(Alpine, El Dorado, Nevada, Placer, Sierra Counties)
11549 "F" Avenue
Auburn, CA 95603
(530) 823-4631

Humboldt County Employment Training Department
930 Sixth St
Eureka, CA 95501
(707) 441-4642

Private Industry Council of **Imperial County**
760 Main St
El Centro, CA 92243
(760) 353-5050

Kern / Inyo / Mono Counties, Employer's Training Resource
2001 28th Street
Bakersfield, CA 93301
(661) 336-6849

Kings County Job Training, Government Center
1400 W. Lacey Blvd.
Hanford, CA 93230
(559) 582-9213

Los Angeles County
City of Long Beach, Business Development Center
200 Pine Ave., Suite 400
Long Beach, CA 90802
(562) 570-3865

LOCAL AGENCY / ADDRESS

Madera County Workforce Assistance Office
209 Seventh Street
Madera, CA 93638
(559) 673-7031

Marin Employment Connection
2955 Kerner Blvd., #D
San Rafael, CA 94901
(415) 446-4453

Mendocino County Private Industry Council
630 Kings Court, Suite 204
Ukiah, CA 95482
(707) 468-1196

Merced County Private Industry Training Department
1880 Wardrobe Ave.
Merced, CA 95340
(209) 385-7324 ext.2042

Monterey County Private Industry Council
730 LaGuardia St.
Salinas, CA 93905
(831) 755-3247

Mother Lode Job Training Agency
(Amador, Calaveras, Mariposa, Tuolumne Counties)
19900 Cedar Road North
Sonora, CA 95370
(209) 533-3396

Napa County Training and Employment Center
650 Imperial Way
Napa, CA 94559
(707) 253-4291

NoRTEC Consortium (Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehema, Trinity Counties)
7000 Franklin Blvd., Building 1100
Sacramento, CA 95823
(916) 262-2217

North Central Counties Consortium (Colusa, Glenn, Lake, Sutter, Yuba Counties)
1215 Plumas
Yuba City, CA 95991
(530) 822-7145

Orange County Job Training Partnership Agency
1300 South Grand Ave., Bldg B, Third Floor
Santa Ana, CA 92705
(714) 834-7146

Riverside County Workforce Development Center
1151 Spruce Street
Riverside, CA 92507
(909) 955-3100

Sacramento/Yolo Counties
Department of Employment & Social Services
112 West Main Street
Woodland, CA 95695
(530) 661-2900

San Benito County, NOVA Private Industry Council
505 West Olive Ave., Suite 550
Sunnyvale, CA 94086
(408) 730-7232

San Bernardino Jobs & Employment Service Department
1075 S. Mount Vernon Ave.
Colton, CA 92324
(909) 433-3300

LOCAL AGENCY / ADDRESS

San Francisco Private Industry Council
1650 Mission St., Suite 300
San Francisco, CA 94103
(415) 431-8700

San Joaquin Employment & Economic Development Department
850 North Hunter Street
Stockton, CA 95202
(209) 468-3571

Private Industry Council of **San Luis Obispo County**
4111 Broad St., #A
San Luis Obispo, CA 93401
(805) 788-2600

Santa Barbara County Job Training Network
2400 Professional Parkway, Suite 150
Santa Maria, CA 93455
(805) 739-8650

Santa Clara County, NOVA Private Industry Council
505 West Olive Ave., Suite 550
Sunnyvale, CA 94086
(408) 730-7232

County of Santa Cruz Human Resource Agency
1040 Emeline Avenue, Building E
Santa Cruz, CA 95060
(831) 454-4080

Shasta County Private Industry Council
1220 Sacramento St.
Redding, CA 96001
(530) 245-1584

Solano County Private Industry Council
320 Campus Lane
Suisun, CA 94585
(707) 864-3370

Sonoma County Private Industry Council
Job Training Office
2245 Challenger Way, Suite 104
Santa Rosa, CA 95407
(707) 565-5550

Private Industry Council of **Stanislaus County**
251 E. Hackett Rd., C-2 P.O. Box 3389
Modesto, CA 95353-3389
(209) 558-2100

Tulare County Private Industry Council
2374 West Whitendale
Visalia, CA 93277
(559) 737-4246

County of Ventura
Workforce Development Division - JTPA
635 South Ventura Road
Oxnard, CA 93030
(805) 382-5200

San Diego Workforce Partnership, Inc.
1551 Fourth Avenue, Suite 600
San Diego, CA 92101
619/238-1445
619/238-6063 fax
619/238-7246 TDD

888/884-SDWP (7397)
www.workforce.org

The San Diego Workforce Partnership, Inc. provides equal opportunity in its programs, services and employment.
Auxiliary aids and services are available upon request to individuals with disabilities.

